



# How to Place Order



**MINNESOTA STATE UNIVERSITY, MANKATO**  
COLLEGE OF EDUCATION

Welcome to **my** 

**To place your order go to:**

<https://portal.castlebranch.com/MY45>

Cost: \$39.50 Initial / \$19.75 Renewal

**PLACE ORDER**

**SELECT PROGRAM**

**SELECT PACKAGE**

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:



View order results



Upload documents



Manage requirements



Place additional orders



Complete tasks

Please have ready personal identifying information needed for security purposes.

When entering Student ID, enter your Tech ID.

The email address you provide will become your username.

Contact Us: **888.914.7279** or [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com)