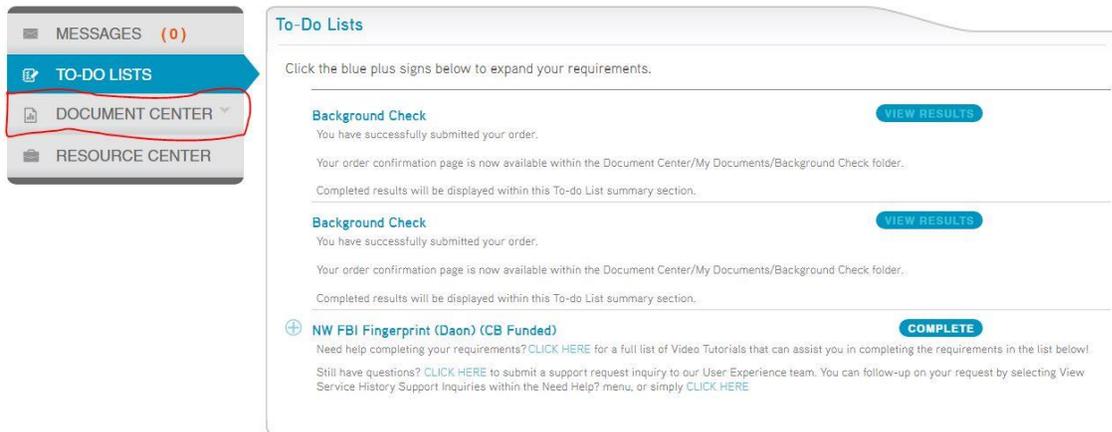
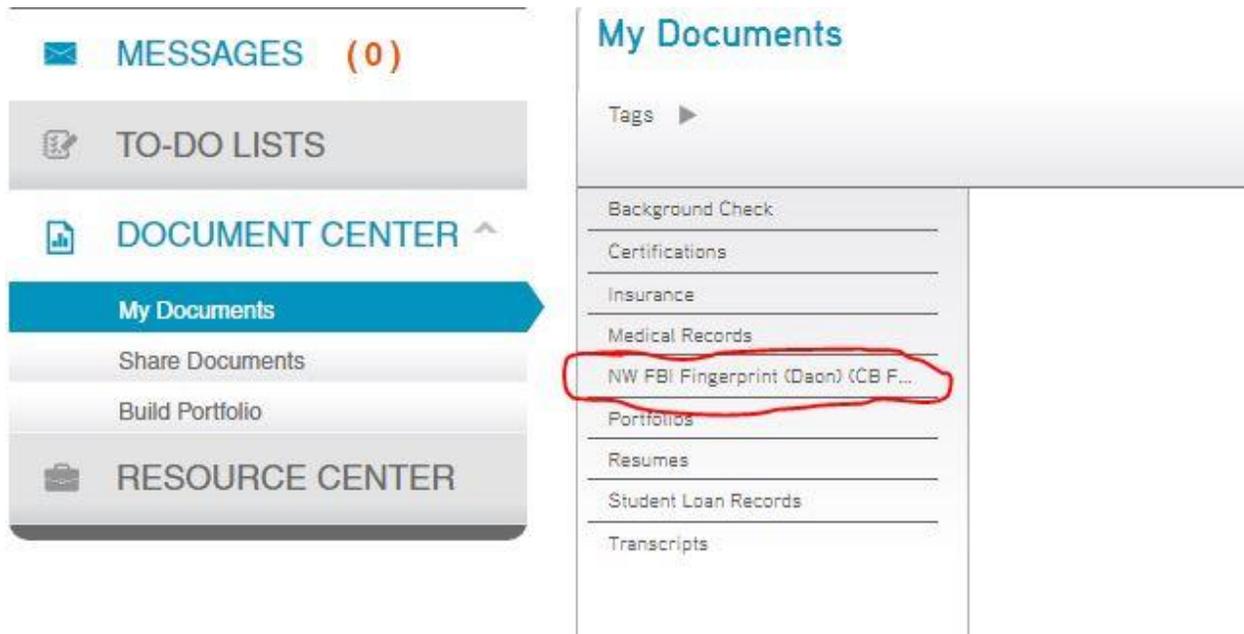


How to Access MyCB FBI Fingerprints Compliance Summary Report

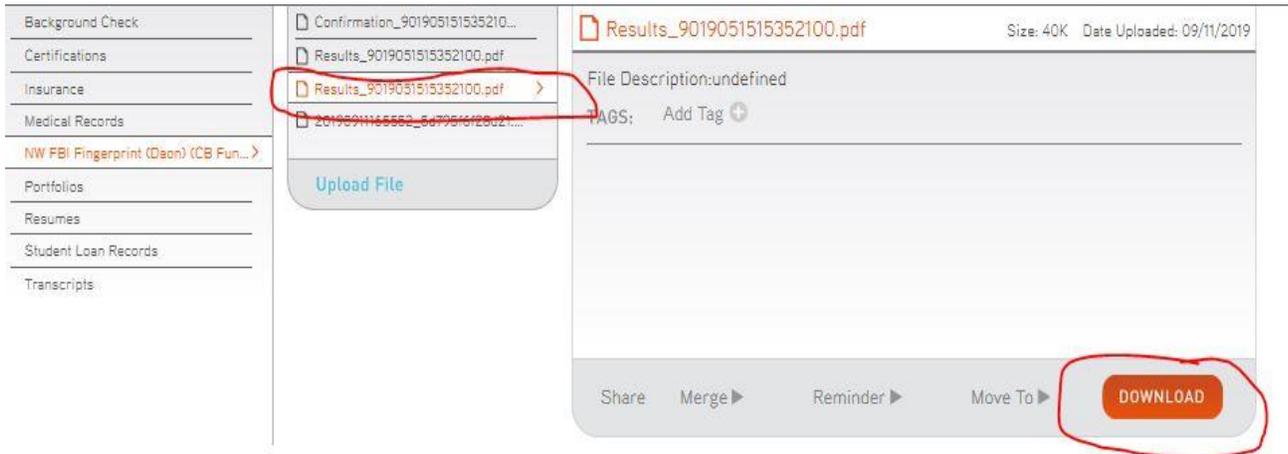
1. Log into you MyCB account and access the To Do List
2. On the left side of the screen, click Document Center, then My Documents (see below)



3. On the next page, click the tab that says NW FBI Fingerprints (Daon) CB Funded



- To the right, you will see a list of files populate. Click the one titled “results_” with a long string of numbers following.
- After you click the file, you will see an orange Download button appear to the very right. Click this download button to save a copy of your Summary Report (See the photo at the bottom of the page for an example)




CastleBranch

To-Do List Summary Report

Name: [REDACTED]	Liberty University [REDACTED]	Current Status: COMPLETE
Email Address: [REDACTED]	NW FBI Fingerprint (Daon) (CB Funded)	Last Updated: 01/03/2022
Student ID: [REDACTED]		
Date of Order Submission: 12/22/2021		

Description:
 Need help completing your requirements? [CLICK HERE](#) for a full list of Video Tutorials that can assist you in completing the requirements in the list below!
 Still have questions? [CLICK HERE](#) to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply [CLICK HERE](#)

Requirement Name	Status	Details
1. NW FBI Fingerprint Submission Instructions	Complete	Response: 12/22/2021
2. NW FBI Fingerprint Submission Date	Complete	Response: 12/23/2021
3. Submit NW FBI Fingerprint Results	Complete	Response: File Uploaded. Records Found: no

Page 1 of 1