



Longwood University – College of Graduate & Professional Studies –  
Counselor Education

# How to Place Order

Welcome to my 

To place your order go to:

<https://portal.castlebranch.com/LH87>

Package Name (if applicable):

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.**

**The email address you provide will become your username.**

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