1. Immunizations Summary
   a. Log in to your CastleBranch (CB) account at: https://mycb.castlebranch.com/ [1]
   c. Select “My Documents” [3]
   d. Select your appropriate tracker i.e. “HSIP Requirements UX54: MD” [4] and by scrolling through the list of documents select the required document. The document has a long list of numbers following the word “Results” [5], i.e. results3428574629393958638
   e. Click the “Need Help” [6] button if you can’t find it. Select the Video FAQ titled “Compliance Summary Report”.

   ![Image of Document Access Steps]
2. Compliance documents with CastleBranch compliance tracker (UW71)

If you have a CB compliance tracker (E20 students and later) you can access the below by using the tracker:

- BLS card,
- HIPAA Certificate,
- Universal Precautions/Infection Control Certificate,
- Request for Criminal History: Self-Disclosure, Consent, and ROI
- PCISA Form.

a. Log in to your CastleBranch account at: [https://mycb.castlebranch.com/](https://mycb.castlebranch.com/) [1]


c. Select “My Documents” [3]

d. Select your appropriate tracker i.e. “UW71 Compliance Tracker – E--” [4] and by scrolling through the list of documents, select the required document i.e. “SOM Test Student BLS”. [5]
3. **Compliance documents on eValue**
   If you have do not have a CastleBranch compliance tracker (E20 students and earlier) you can access the below by logging in to eValue:
   - BLS card,
   - HIPAA Certificate,
   - Universal Precautions/Infection Control Certificate,
   - Request for Criminal History: Self-Disclosure, Consent, and ROI
   - PCISA Form.

   a. Log in to eValue with your UW Net ID at [https://education.uwmedicine.org/technology/e-value-portal](https://education.uwmedicine.org/technology/e-value-portal)
   b. Select the “School of Medicine” program to view your Personal Record.
   c. Select “Home” and then in the sub-menu select “Other tasks”
   d. Select “**Manage Personal Records**”. Here you will see the screen of your individual compliance requirements. This will show you the current status of each requirement, along with allowing you to view and/or download each attached document.

4. **Criminal background Check**
   Please see point 3 for how to access using eValue

5. **Drug Test**
   If a drug test report is required by a site, please email somcompl@uw.edu

6. **Forms, Letters of Good Standing & Insurance Proof**
   If you need a form signed by a "school official", or a "Letter of Good Standing" and proof of malpractice insurance, or help with VSLO please contact the Registration Team at somreg@uw.edu

For all other questions about SOM compliance requirements please contact Laura Ellis or somcompl@uw.edu