HOW TO REGISTER FOR THE TEAS® ASSESSMENT

You can now register for the TEAS® Assessment through our Online Store. How you access the Online Store depends on whether or not you currently have an ATI Student account.

- **STEP 1:** Log in to your Account
  - A. Create a New Account
  - B. Log in to an Existing Account
- **STEP 2:** Register for a TEAS Session
- **STEP 3:** Checkout and Pay
- **STEP 4:** Enter the Assessment ID to take the Assessment

**STEP 1: Log in to your Account**

**A. Create a New Account**

If you are not a current user on [www.atitesting.com](http://www.atitesting.com), you must create a new account to access the student portal or make a purchase at ATI's online store. Follow the steps below to create a new account.

1. From the atitesting.com home page, click one of the following Create an Account buttons:
   - In the Secure Sign On pane located below the Password field
   - In the top menu bar to the right of the Search box.
The following Registration screen displays:

2. Enter your information into the fields in the form. Fields in blue are required.
3. Read the information under Subscriptions, Updates, & Notes.
4. Determine if you want to allow ATI to use your information and send you account information as described.
   - Select the Yes, I consent checkbox to allow ATI to use your information.
   - Clear the Yes, I consent checkbox to prevent ATI from using your information.
5. Click the ATI Privacy Policy link to review the Privacy Policy. When you are finished, close the window to return to the Registration form.
6. Select the Yes, I Agree checkbox and then click Register. The Welcome to ATI window opens.
7. Click the **Getting started** button associated with the first option under number 2: *I want to register to take TEAS through ATI at an institution.*

8. Go to **STEP 2: Register for a TEAS Session** to continue

B. **Log in to an Existing Account**

1. From the [atitesting.com](http://atitesting.com) home page, do one of the following:
   - Click the **Online Store** link in the upper right corner.
   - Log in with your Username and Password, and then from the Student Home page, click the **Online Store** link in the menu bar in the upper right corner.
2. In the Register for column, click TEAS®. The Registration page displays.

3. Go to **STEP 2: Register for a TEAS Session** to continue.

**STEP 2: Register for a TEAS Session**

1. From the **State** and **City** lists, select the location where you want to sit for the assessment, and then select a city if that option is enabled. Click **Next**. The Browse Sessions page displays.

   **Note:** You can change your location on the Browse Sessions screen by selecting from the **Location**, **State**, and **City** lists.
Note: If you need assistance, click Help. The following Registration Help screen displays.

Select a program type (if any), enter your expected graduation month and year (if any), and provide the details of your inquiry. Then click Submit. A response to your inquiry will be sent to your account’s e-mail address.

2. Do one of the following to register for a session:
   - Click the Register button associated with the session for which you are registering.
   - Click the Learn More button to open the Product Details window to view details about the session. In the Quantity field, change the number of assessments you are ordering, if appropriate, and then click Register to add this session to your online shopping cart.
After you click **Register**, the following window displays:

3. Click **Yes** to continue. The Your Shopping Cart page displays.
IMPORTANT:
ATI does not offer refunds. Damaged or defective products will be replaced if sent back to ATI within 30 days of purchase. Please call Customer Service at 1.800.667.7531 for more details.

4. Review the information on the screen. At this point, you have the following options:

   o If you want purchase items and/or additional sessions, click **Continue Shopping** to return to the Online Store. Go back to step 2 to choose another TEAS Assessment location or browse the store for the items you want to purchase.

   **Note:** Supporting TEAS items, such as study aids and transcripts, are available from the ATI Online Store. Enter **TEAS** in the **Search** field and then click **Go** to display all TEAS-related items.
If you do not want to purchase the designated assessment, click **Remove this Item**. The session is removed from your Shopping Cart. Click Continue Shopping to return to the Online Store. Go back to step 2 to choose another TEAS Assessment.

If all the information is correct and you do not want to purchase additional items, click **Check Out**.

- If you are not already logged in to the system, you are prompted to either log in or create an account. Go to [Create a New Account](#) or [Log in to an Existing Account](#) for more information on this step.

- If you are already logged in to the system, the Secure Checkout: Address screen displays.
STEP 3: Check Out and Pay

1. Enter/confirm your mailing address and provide any additional information. If your billing address is different from the shipping address, clear the check box. Enter the Shipping Address information and then click **Proceed to Payment Details**. The Secure Checkout: Payment Details screen displays.

**Note:** If any required information has not been filled in, you will be prompted to provide the information before you are allowed to continue to the next screen.
2. If you have a Promotion Code, enter it into the Promotion Code field and then click **Apply Code**. Otherwise, go to the next step to enter Payment Information.

3. Enter the following Payment Information and then click **Submit**.
   - In the Card Number field, enter the 16-digit card number from a VISA, Master Card, American Express, or Discover card.
   - In the Expiration Date field, select the month and year of the card’s expiration date.
   - In the Security Code field, enter the three-digit code from the back of the credit card.
   - Read the information to the right of the checkbox and then select the checkbox to verify that your order is correct and that you have read and agree to the terms of your purchase.

**Note:** Click **Edit Address** to change the billing and/or shipping addresses for your order.

After you click submit, you will receive a Customer Receipt, which includes any additional instructions for your assessment. Your receipt will also be emailed to you to the email address listed in your profile.
How to Register for the TEAS Assessment

Assessment Technologies Institute Customer Receipt

Dear Melissa McCaffee,

Thank you for your order. Below are details regarding your online purchase.

Order Information

Order Number: 201371
D.M. 1.6.25.3100
Order Date: 12/20/2012 1:35:00 PM
Phone: 866.839.7581

Account Number: 22222

Packing List

1. TEAS SELF PAY (10.00)
     Location: TEAS
     Start: 2/16/2013 9:03:00 AM - 2/19/2013
     Total: 2/16/2013 5:00:00 PM

Shipping (Elevenways Delivery): $0.00

Total: $50.00

Additional Instructions

ABC University 2012 - 2013 TEAS Testing Dates

All tests begin promptly at 9:00 AM. Please arrive 20 minutes prior to test start time for check-in. Students arriving after 8:30 AM will not be allowed entrance to the exam.

Testing Location: ABC University, 1234 Pleasant Street, Anytown, ST 00000

All testers should bring valid state or federal picture identification (driver’s license, passport, green card, etc.) as well as their University Student Identification card. You will also need your ATI username and password. Each individual must purchase their own testing reservation. Testing space is limited to 25 students on each testing date. Once the TEAS exam is purchased, there are NO REFUNDS.

Do Not Bring:
- Calculators
- MP3 player or iPods
- Cell phones or pagers
- Scratch paper - this will be provided by the testing center
- Children
- Food or bottled drinks

If you are a student at one of the schools listed above, please contact Suzanne Edwards at suzanne@pcbi.edu or 123-555-1232. If there are open testing spots, students from other schools will be allowed to test at this location. However, you will need to get approval from Suzanne Edwards, Director of Operations – Nursing, no earlier than 1 week from the date of the TEAS exam. There will be an additional testing fee of $20.00 for students not currently enrolled at ABC University. This fee is payable by check or cash on the day of testing. Checks should be made payable to ABC University.

All registrations are final. Requests for date or time changes must be made 2 days prior to the scheduled date.

If your purchase includes an Online Assessment, please follow the steps below to access your assessment.

Step 1: go to www.ati-testing.com
Step 2: log in using your ATI username and password
Step 3: click on the new student tab
Step 4: enter the assessment ID and password under the Take Assessments section.

Printed reports on the site require use of the free Acrobat Reader. This can be downloaded from http://www.adobe.com/products/acrobat/readstep2.html

Please keep this email for your reference.

All test registrations are final. Requests for date or time changes must be made 48 hours prior to the test date.

ATTENTION: Do Not Return Damaged or Defective Product. Please do not return damaged or defective products. Damaged or Defective products will be replaced if sent back to ATI within 30 days of purchase.

Thank you

ATTI Online Store
www.ati-testing.com
Customer Support 866.839.7581

Go back to the top
STEP 4: Enter the Assessment ID to take the Assessment

1. From the Online Store, click **Home** at the top of the page to go to your ATI log on page.

   ![Home button](image)

   **Note:** While visiting the Online Store, you can click **Home** at any time to return to the ATI Testing Home page.

2. On the ATI Testing Home Page click **Go To Student Home Page**. If this link does not display, enter your user ID and password to log on to your student account. The Student Home page displays.

   ![Student Home page](image)

3. Click **My Products** to open the My Products page.

   ![My Products button](image)
4. In the ID field, enter the following Assessment ID for the TEAS V or enter the Assessment ID provided by your proctor and then click **Submit**. If a password is required, the system will prompt you to enter one.

**Assessment ID: _________________________**  
**Password: _________________________**

C. If you need help to enter an ID:

Make sure the sound on your computer is enabled and then click the **What’s This?** link to open the tutorial window.

- Click the **Play/Pause** button to pause/restart the animation.
- Click the **Back** button to restart the animation from the beginning.

When the animation has finished playing:

- Click the **Replay** button to restart the animation from the beginning.
- Close the window to return to the My Products page.