

## 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.

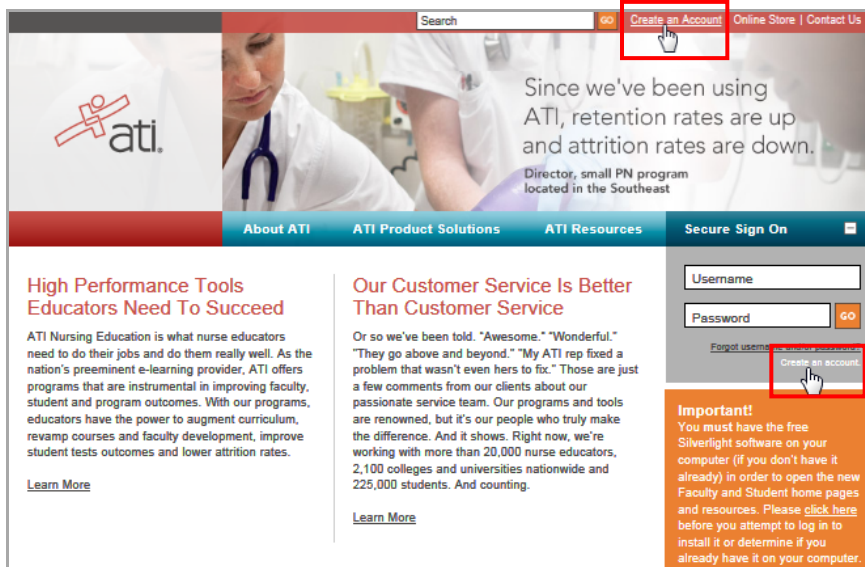
- **STEP 1:** Log in to your Account
  - A. [Create a New Account](#)
  - B. [Log in to an Existing Account](#)
- **STEP 2:** [Register for a TEAS Session](#)
- **STEP 3:** [Checkout and Pay](#)
- **STEP 4:** [Enter the Assessment ID to take the Assessment](#)

### 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:

**Welcome Again!**  
This is a secure page, and transfer of the information to ATI is encrypted for your protection. Complete student/employee data are needed to provide accurate reporting information for schools and employers. Items in **blue** are required.  
For your added security, please upgrade your profile information before continuing:  
• Enter three (3) **security questions** for retrieving your password  
• Enter the **Student/Employee ID** your institution has given you

**Personal Information**  
First Name:   
Middle initial:   
Last Name:   
User Name:   
\* Username may contain a-z, 0-9, dots(.), underscores and @.  
Email:   
Confirm email:   
\* Your email address is required to retrieve a forgotten username/password via email.  
Enter new password:   
Confirm new password:   
\* Maximum password length is 16 characters.

**Password Retrieval**  
Specify three security questions that you must answer if you forget your password.  
Security question 1: Please Select  
Your answer:   
Security question 2: Please Select  
Your answer:   
Security question 3: Please Select  
Your answer:   
Institution: Select Institution...  
Student/Employee ID:   
Credentials:   
For example, PhD, RN, BSN, MSN, MS, NP, AACE  
Non-degree seeking:   
Expected Graduation Month / Day / Year:   
\* Required unless "Non-degree seeking" above is checked.

**Home**  
Country: USA  
Address 1:   
Address 2:   
Address 3:   
City:   
State/Province, Zip/Postal Code: Please Select  
Phone:

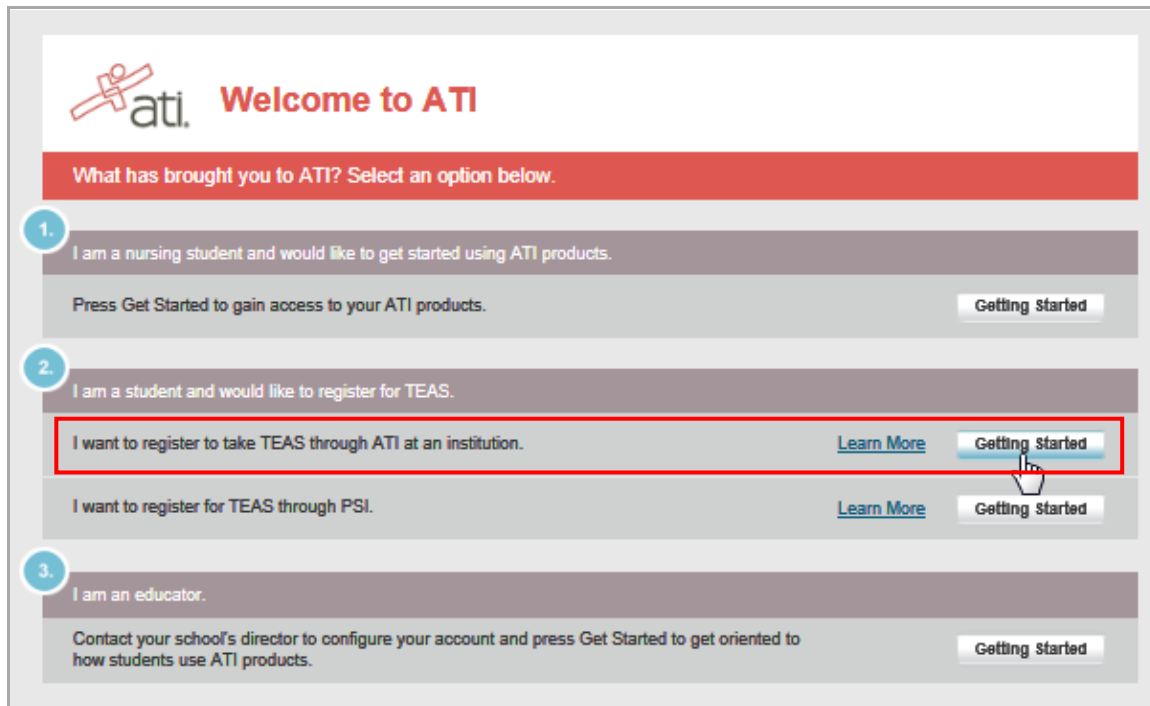
**Demographics**  
Gender: Select Gender  
Primary language: Please Select  
Race:  
 Other  
 Caucasian/White  
 African American/Black  
 Native American  
 Hispanic  
 Asian  
Birth date:

**Subscriptions, Updates & Notes**  
ATI does not share personal information with any third party without your permission. By creating an Account on the ATI website, you are giving ATI permission to allow the Institution that has arranged for the use of ATI products the ability to view scores affiliated with that Institution and the ability to look up students usernames and passwords in the event that a student forgets. We will share info with you regarding your account, as well as ATI Nursing-specific products and services, events and updates. If you do not wish to receive any of the above correspondence from us, including info regarding your account, you may opt out by deselecting the box below. For more details, please read ATI's [Privacy Policy](#)  
Would you like to receive communications from ATI, its affiliates or partners regarding sweepstakes, discounts and other offers, market research, and relevant product updates?  
 Yes, I consent to ATI using and sharing my information so that I can receive such communication described above.

**Terms and Conditions**  
ASSESSMENT TECHNOLOGIES INSTITUTE, LLC  
TERMS AND CONDITIONS  
THE TERMS AND CONDITIONS SET OUT BELOW ARE A LEGAL AGREEMENT  
 Yes, I Agree. I have read, understand and agree to be bound by all of the above ATI Terms and Conditions.

Cancel Register

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.
  - o Select the *Yes, I consent* checkbox to allow ATI to use your information.
  - o 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

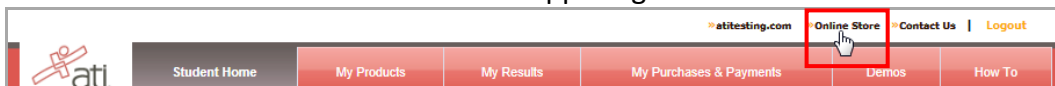
## B. Log in to an Existing Account

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.



The ATI Store page displays.



2. In the *Register for* column, click **TEAS®**. The Registration page displays.
3. Go to **STEP 2: Register for a TEAS Session** to continue.

[Go back to the top](#)

## 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.

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**Note:** You can change your location on the Browse Sessions screen by selecting from the *Location*, *State*, and *City* lists.

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Previous Page | 1 2 3 4 | Next Page

## BROWSE SESSIONS

Location: All Sites | State: California | City: Sacramento

12/15/2012, Saturday, 9:00 AM - 1:00 PM  
CA State Sacramento TEAS V Sacramento, CA  
**SOLD OUT** [Learn More](#) [Register](#)

2/16/2013, Saturday, 9:00 AM - 1:00 PM  
ABC University TEAS V Anytown, ST  
**ABC University** [Learn More](#) [Register](#)

**Note:** If you need assistance, click **Help**. The following Registration Help screen displays.

## REGISTRATION

Email: melissa.mccallop@ascendlearn

First Name: Melissa

Last Name: McCallop

Program Type:  RN  PN

City: Leawood

State, Zip Code: KS 66211

Current School: ATI Institute

Expected Graduation Month/Year: [ ] [ ]

Tell us what you are looking for: [ ]


[Submit](#)

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.

## PRODUCT DETAILS



**ABC University TEAS V, TEAS, Anytown, ST**  
2/19/2013, Tuesday, 9 AM-1:00 PM

**Test of Essential Academic Skills V (TEAS V) at ABC University, 1234 Pleasant Street, Anytown, ST 99999 on February 19, 2013, at 9:00 am.**

This Testing Session Will Use Version V of the Test of Essential Academic Skills and is delivered on-line. Once you purchase your TEAS exam, there are **NO REFUNDS**. For More Information on ABC University, please see [www.abced.com](http://www.abced.com).

The test will take place at: **321 S. Elm Blvd, Anytown, ST 99999, Hospital Building, Room 100**. The Hospital building is on the north side of the main campus. Parking lot 1 is the nearest to the test site. Parking may require the purchase of a \$1.00 daily permit.

- Arrive at the test site one half hour early to park, find the room, sign in, and ready yourself for the test.
- **No one will be admitted to the testing room after 8:50AM for the morning session, or after 12:50PM for the afternoon session.**
- If your name is not on the TEAS roster, you will not be permitted to test.

You may only take the following items into the testing room:

- δ Federal or state photo identification (Driver's License, Passport, Military ID, etc.)
- δ 2 or more sharpened pencils (scratch paper will be provided)
- δ ATI website user ID and password

If you bring any prohibited item with you, you will be required to return it to your vehicle or other safe area. Allow 4 hours for the test.

**If you are an ABC student who receives services from the ABC DRC, and you have documentation for extended test time**, you may purchase your test on this site, but must email Sarah Anne Smith at [sarahas@abc.edu](mailto:sarahas@abc.edu) to arrange a testing date. Please remember if you choose to attend a regular session you will not have extended time.

**Please note: By clicking the "Register" button I agree to test on the selected date. I understand that I am responsible for repaying and rescheduling for a new test in the event that I am unable to attend my scheduled date.**

• TEAS SELF PAY

Price: \$60.00      Sale Price: \$60.00      Quantity:

After you click **Register**, the following window displays:

I understand all TEAS test registrations are final and will not be rescheduled or refunded.

3. Click **Yes** to continue. The Your Shopping Cart page displays.

## YOUR SHOPPING CART

Continue Shopping
Check Out

Remove	Item	Quantity	Price	Total
<a href="#">Remove this Item</a>	<div style="text-align: center; font-size: 8px; border: 1px solid gray; width: 30px; height: 15px; margin: 0 auto;">no image available</div> <p>TEAS SELF PAY            Item# TEAS SELF PAY            Location: ABC University, Anytown TEAS V            Time: 2/16/2013 9:00:00 AM - 2/16/2013 1:00:00 PM</p>	<input style="width: 20px; height: 20px;" type="text" value="1"/>	\$60.00	\$60.00

Additional	Description
Coupons and Promotions	Coupons and Promotions can be applied at the payment step.
Taxes	Taxes will be calculated when you enter your billing information.
Shipping	Final Shipping amount will be calculated for selected shipping method and address.

Subtotal \$60.00  
 Discount -\$0.00  
**Total \$60.00**

Continue Shopping
Check Out

*ATI Does Not Offer Returns. 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.*

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➔ **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.**

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

- 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.

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**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.

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- 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.

### MEMBER SIGN-IN

Sign in to ATI to Continue your Online Purchase

Thank you for your online purchase. For ATI to process your purchase, you must be logged into ATI's system. If this is your first time on the ATI system, please click Create a New Account (below).

<p><b>Already a User?</b></p> <p>User Name <input type="text"/></p> <p>Password <input type="password"/></p> <p><a href="#">Forgot Password?</a></p> <p style="text-align: center;"><span style="border: 2px solid red; padding: 2px;"><a href="#">Log In</a></span></p>	OR	<p><b>New User?</b></p> <p><a href="#">Create an Account</a></p> <p>Allows you to log in later and view your orders, as well as access ATI's Portal.</p> <p><small>Complete student/employee data are needed to provide accurate reporting information for schools and employers. Transfer of the information to ATI will be encrypted for your protection.</small></p>
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- If you are already logged in to the system, the Secure Checkout: Address screen displays.

### SECURE CHECKOUT

**1: Enter Your Address** 2: Enter Your Payment Details

Enter your billing and shipping address. Your billing address should match the address on your credit card.

<p><b>Billing Address</b></p> <p>First Name <input type="text" value="Melissa"/></p> <p>Middle Initial <input type="text"/></p> <p>Last Name <input type="text" value="McCallop"/></p> <p>Company Name <input type="text"/></p> <p>Campus Name <input type="text"/></p> <p>Phone Number <input type="text" value="9136616468"/></p> <p>Email Address <input type="text" value="atifestemail@ascendlearning.com"/></p> <p>Street 1 <input type="text" value="7500 W 160th Street"/></p> <p>Street 2 <input type="text"/></p> <p>Street 3 <input type="text"/></p> <p>City <input type="text" value="Stilwell"/></p> <p>State <input type="text" value="KS"/></p> <p>Postal Code <input type="text" value="66062"/></p> <p>Country <input type="text" value="UNITED STATES"/></p> <p><input type="checkbox"/> Shipping Address is same as Billing</p> <p style="text-align: center;"><span style="background-color: #C00000; color: white; border-radius: 5px; padding: 2px 5px;">Back</span></p>	<p><b>Shipping Address</b></p> <p>First Name <input type="text" value="Melissa"/></p> <p>Middle Initial <input type="text"/></p> <p>Last Name <input type="text" value="McCallop"/></p> <p>Company Name <input type="text"/></p> <p>Campus Name <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Email Address <input type="text" value="atifestemail@ascendlearning.com"/></p> <p>Street 1 <input type="text" value="11161 Overbrook Road"/></p> <p>Street 2 <input type="text"/></p> <p>Street 3 <input type="text"/></p> <p>City <input type="text" value="Leawood"/></p> <p>State <input type="text" value="KS"/></p> <p>Postal Code <input type="text" value="66211"/></p> <p>Country <input type="text" value="UNITED STATES"/></p> <p style="text-align: center;"><span style="border: 2px solid red; padding: 2px;"><span style="background-color: #C00000; color: white; border-radius: 5px; padding: 2px 5px;">Proceed to Payment Details</span></span></p>
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[Go back to the top](#)



YOU MAY BEGIN.



### 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.

## SECURE CHECKOUT

1: Enter Your Address   2: Enter Your Payment Details

Please review your order and provide payment information to complete your purchase.

*Note: Shipping to Hawaii or Alaska, or to any country other than the U.S., requires that you choose the Priority Mail USPS option. No orders are shipped on Saturday, Sunday, or any federal holiday.*

**Order Information**

Item	Qty	Price	Total
TEAS SELF PAY			
Item#: TEAS SELF PAY Location: ABC University, Anytown TEAS V Time: 2/16/2013 9:00:00 AM - 2/16/2013 1:00:00 PM	1	\$80.00	\$80.00

**Merchandise Subtotal:** \$80.00

Ship By: Electronic Delivery | ▾

Promotion Code:  Apply Code

Discount: -\$0.00

Tax: \$0.00

Shipping: \$0.00

**Total:** **\$60.00**

**Payment Information**

Payment Method Credit Card ▾

Billing Address  
Melissa McCallop  
7500 W 160th Street  
Stilwell KS 66082  
US  
Tel: 9139618488  
E-Mail: atitestemail@ascendlearning.com

Edit Address

Card Number  VISA   MASTERCARD   AMEX   DISCOVER

Expiration Date -- Month -- ▾ -- Year -- ▾

Security Code  [help](#)

I have reviewed my order carefully and confirm that it is accurate and complete. I understand that this order, once placed, is non-cancellable and no returns or funds are available for this purchase.

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. Note: You will not be able to submit your order if this box is not checked.

Back
Submit Order

ATI Does Not Offer Returns. 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.

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.

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

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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.

**Assessment Technologies Institute Customer Receipt**

Dear Melissa McCallop,

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

**Order Information**

Order Number: 203371

Order Date: 12/12/2012 1:56:16 PM Phone: 1.800.667.7531

Account Number: 22200

Promotion Code:

Payment Method: Credit Card

TransactionID: INV0131165

Invoice Number: 42240741

Purchase Order Number:

**Customer Service**E-Mail: [onlinestore@atitesting.com](mailto:onlinestore@atitesting.com)**Billing Address**

Melissa McCallop  
 7500 W 160th Street  
 Stillwell, KS 66085  
 US  
 Tel: 9136616468

Qty	Product Number	Item	Description	Price	Ext.
1	TEAS SELF PAY	TEAS SELF PAY	Location: TEAS Times: 2/19/2013 9:00:00 AM - 2/19/2013 1:00:00 PM	\$60.00	\$60.00
<b>Sub Total</b>				\$60.00	\$60.00
<b>Discount</b>				-\$0.00	-\$0.00
<b>Shipping (Electronic Delivery)</b>				\$0.00	\$0.00
<b>Total</b>				\$60.00	\$60.00

**Additional Instructions****ABC University 2012-2013 TEAS Testing Dates**

All tests begin promptly at 9:00 am. Please arrive 30 minutes prior to test start time for check in. Students arriving after 8:55 am will not be allowed entrance to the exam.

Testing Location: ABC University, 1234 Pleasant Street, Anytown, ST 99999

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 20 students on each testing date. Once the TEAS exam is purchased, there are NO REFUNDS.

**Do NOT bring:**

- Calculators
- MP3 players or iPods
- Cell phones or pagers
- Scratch paper – this will be provided by the testing center
- Children
- Food or bottled drinks

If you are not a student at one of the schools listed above, please contact Susanna Edwards at [abcad@abc.edu](mailto:abcad@abc.edu) or 123-555-1212. 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 Susanna 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 cash or check 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.atitesting.com](http://www.atitesting.com)
- Step 2: Log in using your ATI username and password.
- Step 3: Click on the My eLearning tab.
- Step 4: Enter the Assessment ID and Password under the Take Assessments section.

Printed reports on the site require use of the free Adobe 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.

ATI Does Not Offer Returns. Damaged or defective products will be replaced if sent back to ATI within 30 days of purchase.

Thank you

ATI Online Store  
[www.atitesting.com](http://www.atitesting.com)  
 Customer Support 800-667-7531

[Go back to the top](#)



YOU MAY BEGIN.

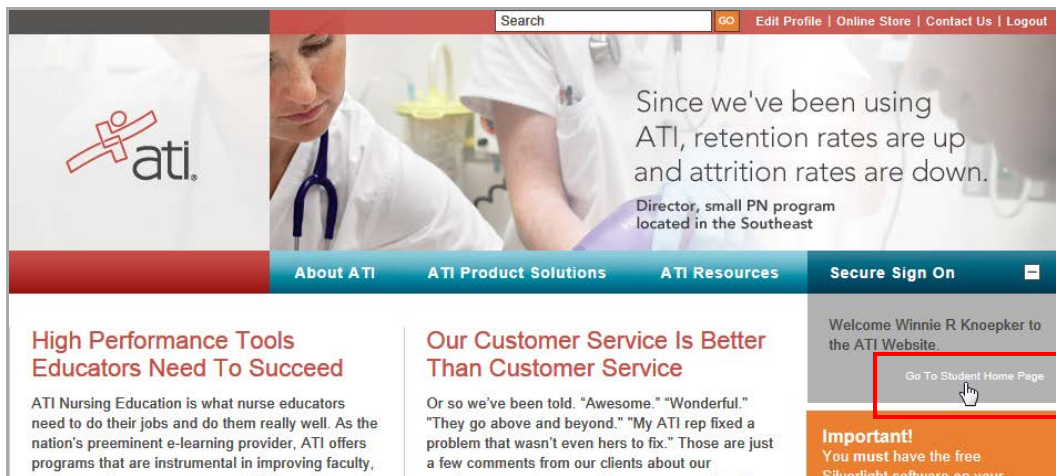
## STEP 4: Enter the Assessment ID to take the Assessment

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

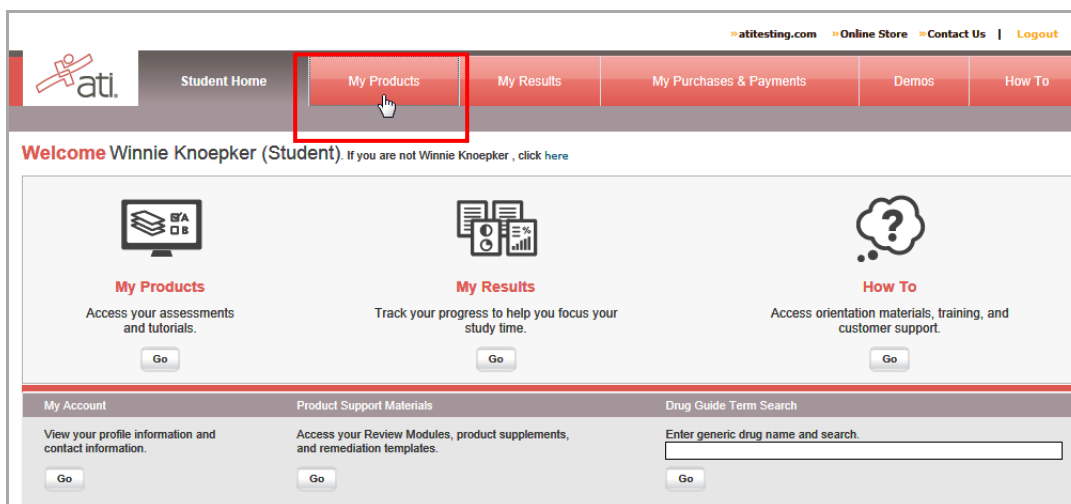


**Note:** While visiting the Online Store, you can click **Home** at any time to return to the ATI Testing Home page.

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.



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



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:** \_\_\_\_\_

ati | atitesting.com | Online Store | Contact Us | Logout

My Products | My Results | My Purchases & Payments | Demos | How To

**Submit**  
Select to add an assessment, tutorial, or course to your account.

Enter IDs  
Use the field below to enter an ID to add an assessment, tutorial or course.

ID: 9999999 **Submit** What's This?

Practice Assessments | Proctored Assessments | Tutorials

Assessment Name:	Status:	Take Assessment:
No assessments have been added to your account.		

### 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.

Enter IDs  
IDs are required for institution-based users only to access assessments, tutorials, and courses. Products purchased through the online store appear below automatically.

ID: **QUW6** Password: \*\*\*\* **Submit** What's This?

Practice Assessments | Proctored Assessments | Tutorials

Assessment Name:	Status:	Take Assessment:
Content Mastery Series Practice	In Progress - 12/22/09	[D]
PN Fundamentals Online Practice 2009 B	In Progress - 12/22/09	[D]
RN Pharmacology Online Practice 2007 B	Disabled by Instructor	
VATI RN Comprehensive Predictor 2009 Form C	Last Completed - 12/22/09	[D]
NCLEX Alternate Item Test (NAIT)	Disabled by Instructor	
Test of Essential Academic Skills: Online Practice	Disabled by Instructor	
Test of Essential Academic Skills: Online Practice	Not Accessed	[D]
Test of Essential Academic Skills: Online Practice	Not Accessed	[D]




My Courses  
 • Nursing 101  
 • Nursing 204  
 • Nursing 303  
 • Nursing 401  
 • Nursing 500

My Course Assignments  
 Click on ( ) below to view assignment. Filter By: All My Courses

Sun 12th Mon 14th Tue 15th Wed 16th Thu 17th Fri 18th Sat 19th

JANUARY  
 1 2 3 4 5  
 6 7 8 9 10 11 12  
 13 14 15 16 17 18 19  
 20 21 22 23 24 25 26  
 27 28 29 30 31

Play/Pause or Restart animation

- 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.

[Go back to the top](#)