

## HOW TO REGISTER FOR THE TEAS® ASSESSMENT

### 1. CREATE A NEW ACCOUNT

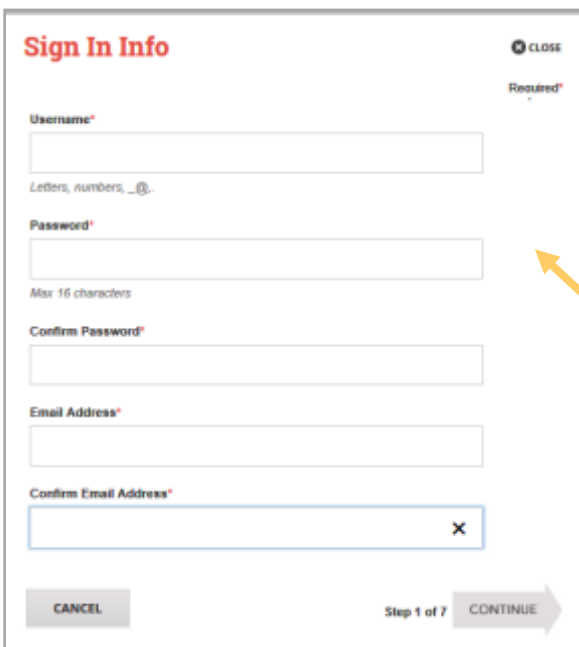
If you are not a current user on [www.atitesting.com](http://www.atitesting.com), you must create a new account to access the student portal or to make a purchase from ATI's online store. Follow the steps below to create a new account.



The screenshot shows the ATI Nursing Education website home page. In the top right corner, there are three links: "Create Account", "Forgot Your Username", and "Forgot Your Password". The "Create Account" link is highlighted with a red rectangular box, and a yellow arrow points from this box towards the right-hand text area.

From the [atitesting.com](http://atitesting.com) home page, click **Create Account**.

The Sign In Info page displays.



The screenshot shows the "Sign In Info" page. It has a title "Sign In Info" and a "CLOSE" button. Below the title are five required fields: "Username\*", "Password\*", "Confirm Password\*", "Email Address\*", and "Confirm Email Address\*". The "Confirm Email Address\*" field has a small 'x' icon on the right. At the bottom left is a "CANCEL" button, and at the bottom right is a "CONTINUE" button with a right-pointing arrow. The text "Step 1 of 7" is located between the CANCEL and CONTINUE buttons. A yellow arrow points from the right-hand text area to the Password field.

On the Sign In Info page, enter the account information that you will use to sign in to your account or to recover your account.

You must enter valid information into all the fields on this screen before you can proceed.

If your entry is not accepted, an error message similar to the one pictured below will display.



Reenter your information. When your entry is accepted, the message will disappear.

After you have entered all your account information, click **Continue** to go to the Security Questions page.

### Security Questions

**Required\***

Security Question 1\*  
 What is your favorite food? ▼

Answer 1\*

Security Question 2\*  
 Please Select. ▼

Answer 2\*

Security Question 3\*  
 Please Select. ▼

Answer 3\*

PREVIOUS Step 2 of 7 CONTINUE

On the Security Questions page, select three different security questions, one from each list and enter your answer for each. Be sure to record your questions and answers for your future reference, in case you need to recover your account or you cannot remember your password.

Click **Continue** to enter your personal information.

### Personal Info

**Required\***

First Name\* MI Last Name\*

Address 1\* Address 2\*

City\* ZIP/Postal Code\*

Country\* State/Province\*  
 Please Select. ▼ Please Select. ▼

Phone  
 (nnn) nnn-nnnn

PREVIOUS Step 3 of 7 CONTINUE

On the Personal Info page, enter your contact information. The following fields are required:

- First Name
- Last Name
- Address 1
- City
- ZIP/Postal Code
- Country
- State/Province

Click **Continue** to enter your Institution information.

### Institution Info

**Required\***

Institution\*  
 Please Select. ▼

Student ID

Credentials  
  
 PND, RN, BSN, MSN, MS, NP, AACN

Non-degree seeking

Expected Graduation Date\*  
 MM/DD/YYYY

PREVIOUS Step 4 of 7 CONTINUE

On the Institution Info page, select an Institution from the list and if you are seeking a degree, enter a date in *Expected Graduation Date*. All other fields are optional.

Click **Continue** to enter your Demographic Info.

### Demographic Info

CLOSE

Required\*

Gender  
Please Select. ▾

Birth Date\*  
MM/DD/YYYY

Race

- Caucasian/White
- African American/Black
- Native American
- Hispanic
- Asian
- Other

Primary Language  
Please Select. ▾

PREVIOUS Step 5 of 7 CONTINUE

### Subscription, Updates & Notes

CLOSE

Required\*

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.

PREVIOUS Step 6 of 7 CONTINUE

On the Demographic Info page, enter your *Gender*, *Birth Date*, *Race*, and *Primary Language* information. Only *Birth Date* is required.

Click **Continue** to go to Subscription, Updates & Notes.

On the Subscription, Updates & Notes page, read the Subscription, Updates & Notes information.

If you agree to allow ATI to share your information under the terms presented on this screen, select the **Yes, I consent** check box.

Click **Continue** to go to User Terms and Conditions.

On the User Terms and Conditions page, read the information under User Terms and Conditions.

Then select the **Yes, I Agree** check box to acknowledge that you have read the ATI User Terms and Conditions and agree to be bound by them.

Click **Previous** if you want to change any of the information you have entered for your new account.

Click **Register** when you are finished creating your account.

The Sign On window displays and your new Username is filled in for you. Enter your Password and click **GO** to launch the Student Home page.

You can now register for the TEAS® Assessment through our Online Store.

## 2. Sign on to your Account

From the atitesting.com home page enter your Username and Password and click **GO** to launch the Student Home page.



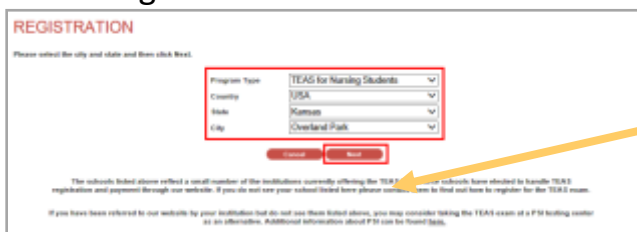
Then, from the Student Home page, click **Online Store** in the upper right corner. The ATI Store page displays.



In the *Register for* column, click **TEAS®**. The Registration page displays.

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

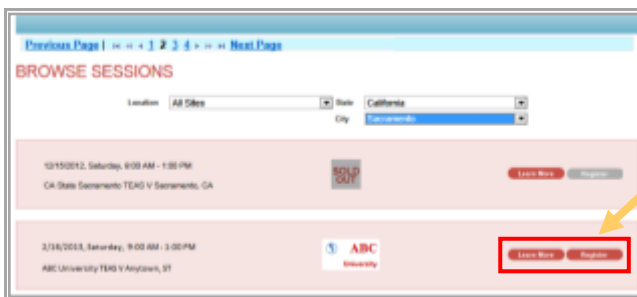
### 3. Register for a TEAS Session



Select a *Program Type*, based on your anticipated area of study:

- TEAS for Nursing Students
- TEAS for Allied Health

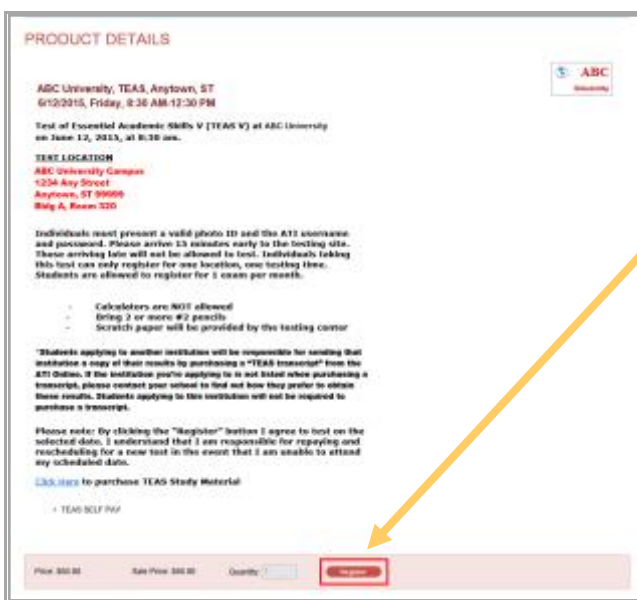
From the *Country*, *State* and *City* lists, select the location where you want to sit for the assessment and then click **Next**. The Browse Sessions page displays.



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.

**Note:** If you don't see a suitable location, you can expand your search by selecting **All** for the City and/or State.



- If you clicked **Register**, skip to the next window.
- If you clicked **Learn More**, you opened this Product Details window. Review the information and then click **Register** to add this session to your online shopping cart or click the back button to go back to your Browse Sessions list.

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

Yes  No

**YOUR SHOPPING CART**

[Continue Shopping](#) [Check Out](#)

| Remove                           | Item                                                                                                                    | Quantity | Price   | Total   |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------|---------|---------|
| <a href="#">Remove this Item</a> | TEAS SELF-PAY<br>Item#: TEAS SELF-PAY<br>Location: ABC University<br>Time: 6/12/2015 8:30:00 AM - 6/12/2015 12:30:00 PM | 1        | \$96.00 | \$96.00 |

**Additional**

**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: \$96.00  
Discount: -\$0.00  
**Total: \$96.00**

[Continue Shopping](#) [Check Out](#)

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 FREE for more details.

After you click **Register**, this window displays:

Click **Yes** to continue. Your Shopping Cart displays.

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

- If all the information is correct and you do not want to purchase additional items, click **Check Out**.
- If you want to make additional purchases, click **Continue Shopping** to return to the Online Store.

**Note:** Supporting TEAS items, such as study aids and extra transcripts, are available from the ATI Online Store. At the Online Store home page, 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 choose a different TEAS Assessment session.

### ➔ 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. Check Out and Pay

**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.

**Billing Address**

First Name:   
 Middle Initial:   
 Last Name:   
 Company Name:   
 Company Name:   
 Phone Number:   
 Email Address:   
 Street 1:   
 Street 2:   
 Street 3:   
 City:   
 State:   
 Postal Code:   
 Country:

Shipping Address is same as Billing

[Back](#) [Proceed to Payment Details](#)

Enter/confirm your mailing address and provide any additional 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

### 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 | 1   | \$66.00 | \$66.00 |

Sum of TEAS SELF PAY  
Location: ABC University  
Time: 6/12/2015 8:30:00 AM - 6/12/2015 12:30:00 PM

Merchandise Subtotal: \$66.00

Ship By:

Promotion Code:

Discount: -\$0.00

Tax: \$0.00

Shipping: \$0.00

**Total: \$66.00**

#### Payment Information

Payment Method:

Billing Address: Alissa McCall  
7500 W 160th Street  
Stillwell, KS 66085  
US  
Tel: 9136616488  
E-Mail: alissamc@secondlearning.com

Card Number:

Expiration Date:

Security Code:

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](tel:18006677531) FREE for more details. Note: You will not be able to submit your order if this box is not checked.

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](tel:18006677531) FREE for more details.

If you have a Promotion Code, enter it into the Promotion Code field and then click **Apply Code**.

- In the *Payment Information* section, enter your credit card information.
- Check your address information and click **Edit Address** to change the billing information for your order.
- Read the information to the right of the check box. Then, select the check box to verify that your order is correct and that you have read and agree to the terms of your purchase.
- Click **Submit Order**.

### Assessment Technologies Institute Customer Receipt

Dear Alissa McCall,

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

**Order Information**

Order Number: 203374  
Order Date: 6/12/2015 1:56:16 PM  
Account Number: 22200  
Promotion Code:  
Payment Method: Credit Card  
TransactionID: INV0131165  
Invoice Number: 42240741

**Customer Service**

E-Mail: [onlinestore@atitesting.com](mailto:onlinestore@atitesting.com)  
Phone: 1.800.667.7531

**Billing Address**

Melissa McCallop  
7500 W 160th Street  
Stillwell, KS 66085  
US  
Tel: 9136616488

| Qty                                   | Product Number | Item          | Description                                                                  | Price   | Ext.    |
|---------------------------------------|----------------|---------------|------------------------------------------------------------------------------|---------|---------|
| 1                                     | TEAS SELF PAY  | TEAS SELF PAY | Location: ABC University<br>Time: 6/12/2015 8:30:00 AM-6/12/2015 12:30:00 PM | \$66.00 | \$66.00 |
| <b>Sub Total</b>                      |                |               |                                                                              |         | \$66.00 |
| <b>Discount</b>                       |                |               |                                                                              |         | -\$0.00 |
| <b>Shipping (Electronic Delivery)</b> |                |               |                                                                              |         | \$0.00  |
| <b>Total</b>                          |                |               |                                                                              |         | \$66.00 |

**Additional Instructions**

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.

After you click **Submit Order**, your Customer Receipt displays. Your receipt includes any additional instructions for your assessment. Your receipt will also be emailed to you to the email address listed in your profile.

[Go back to the top](#)