How to Register for the TEAS® Assessment at a non-PSI Site

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

> STEP 1: Sign on to your Account

> STEP 2: Register for a TEAS Session

> STEP 3: Checkout and Pay

Associated documents: See, also, the following associated information:

- o How to Register for the TEAS Assessment at a PSI Site
- o Registering for a TEAS Assessment at a non-PSI Site vs. a PSI Site
- How to Purchase a TEAS Transcript

STEP 1: Sign on to your Account

If you do not have an ATI Student account, follow the steps in *How to Create an 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.

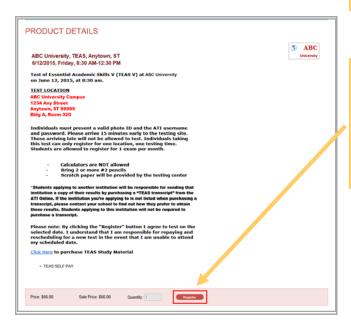


STEP 2: Register for a TEAS Session



Previous Page I H H 4 1 2 3 4 h H M Next Page
BROWSE SESSIONS

Location All Sites State California City South Conformation City South City Sou



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

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

- TEAS for Nursing Students
- o 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.

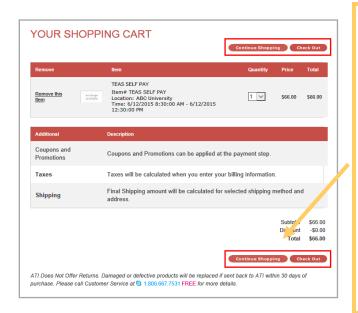
Note: If you don't see a suitable location, you can expand your search by selecting **All** for the City and/or State.

- o 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.

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:

- o 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.

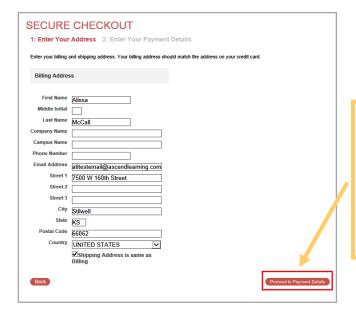
Note: Supporting TEAS items, such as study aids and extra transcripts, are available from the ATI Online Store. At the Online Store home page, enter **TEAS** in the *Search* field and then click **Go** to display all TEAS-related items.

 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.

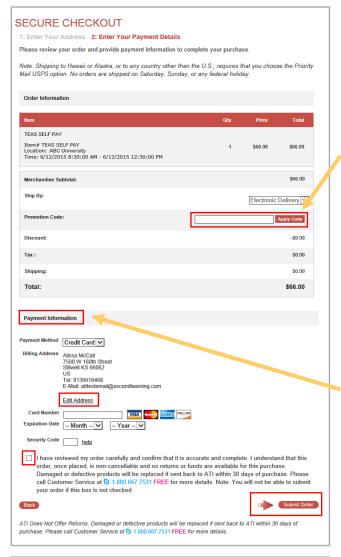
STEP 3: Check Out and Pay



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





Assessment Technologies Institute Customer Receipt Dear Alissa McCall. Thank you for your order. Below are details regarding your online purchase Order Number: 203371 Order Date: 6/12/2015 1:56:16 PM Phone: 1.800.667.7531 Promotion Code: Payment Method: Credit Card TransactionID: INV0131165 Billing Address Tel: 9136616468 Ext. Qty Product Number Item TEAS SELF PAY TEAS SELF Location: ABC University Times 6/12/2015 8:30:00 AM-6/12/2015 \$66.00 \$66,00 566.00 Discount -50.00 Shipping (Electronic Delivery) 50.00 Total 566.00 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 usersame 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 REFUND.

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

- o 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.
- o Click Submit Order.

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.

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