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 is dependent on having your ATI Student account set up.

You will also need to choose the location in which you would like to test for the exam. You may take the test through ATI at an Institution or PSI. If you are testing at an institution, please follow the instructions listed below.

PSI and ATI have partnered to provide a National Testing Center that will administer the TEAS assessment as well. If you choose to utilize PSI for your testing location, please skip to page 5 of this document for instructions.

Registering at a Non PSI Site

- **STEP 1:** Log in to your existing account
- **STEP 2:** Register for a TEAS Session
- **STEP 3:** Checkout and Pay

**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*.

**IMPORTANT NOTICE:** If you have an account with associated with another institution, please switch your registration to Excelsior College or create a new account.

From the atitest.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.
STEP 2: Register for a TEAS Session

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

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

Select a Program Type, based on your anticipated area of study:
- TEAS for Nursing Students

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.

After you click Register, this window displays:

Click Yes to continue. Your Shopping Cart 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.

STEP 3: Check Out and Pay

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.

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.
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**.
Registering for the TEAS at a PSI Site

In this Guide

- What you Should Know
- Steps for Registering for the TEAS V Administered through a PSI Test Center
  - **STEP 1:** Check available appointment dates and locations before you register
  - **STEP 2:** Purchase a PSI TEAS V Assessment on the ATI Web site
  - **STEP 3:** Schedule your TEAS Session with PSI

What you Should Know

- PSI's online system uses Internet Explorer. At this time, Firefox, Mozilla and Safari browsers are not supported.
- Desired testing center locations, on occasion, can be full for the date requested. You may have to designate an alternate location, date, and/or time.
- If you need ADA accommodations, you must contact PSI prior to testing. You must fill out and submit a candidate information bulletin form located on PSI’s Web site prior to scheduling a date. [https://candidate.psiexams.com/catalog/fti_agency_license_details.jsp?fromwhere=findtest&testid=2607](https://candidate.psiexams.com/catalog/fti_agency_license_details.jsp?fromwhere=findtest&testid=2607).
- There is a **no refund policy** on a TEAS V Registration. Assessments must be taken within a year from the date purchased.
- You must first purchase your assessment on the ATI Web site before you can schedule a date with PSI.
- Assessment results can take up to 72 hours to post to your ATI student account. The date on your score report will reflect the date the assessment posts to your student account and not the date that you take the assessment. Make sure that you schedule your assessment with this in mind.
- One free TEAS transcript is included if selected at the time of purchase. If you waive this option, there is no price discount. There is a fee per institution for additional TEAS transcripts.
Steps for Registering for the TEAS Administered through a PSI Test Center

STEP 1: Check available TEAS session dates and locations before you register.

Check that your preferred PSI test location is offering the TEAS V on a date and time that is suitable for you, access the PSI Exams Online Web site at http://candidate.psiexams.com and scroll to the bottom of the page.

In the Check Available Appointment Dates Before You Register area, click Click here. The PSI Exams Online page displays so you can find a test location and date.

Select the following and then click Continue. Each selection will open the next drop-down list.
- Organization – Certification/Professional Associations
- Sponsor Name – Test of Essential Academic Skills V (TEAS V)
- License – Test of Essential Academic Skills (TEAS) V

Note: The Portion(s) should all be checked by default. If the Portion(s) check boxes are enabled, select all four Portions.

For the Test Center Selection, filter your results based on where you want to take the test and then click Search.

To view dates and times for scheduling, locate your Test Center(s) in the list and select the associated check box(es). Then click Continue.

In the From and To boxes, select a range of dates for which you want to check sessions and then click Find.

In the list, locate the sessions that are best for you and record the Test Center, Date, and Start Time of the sessions that are your first and alternate choices.
If you do not find a suitable session, you can:
- Look for other dates and times: Modify your date range and click Find.
- Look for other locations: Click Back and enter a different Zip code/city or select more options from the list.
STEP 2: Purchase a PSI TEAS V Assessment on the ATI Web site.

The next step is to pay for your session and order your transcripts on the ATI Web site.

**IMPORTANT NOTICE:** If you have an account with associated with another institution, please switch your registration to Excelsior College or create a new account.

From the [atitesting.com](http://atitesting.com) home page enter your Username and Password and click GO to launch the Student Home page.

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

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® at PSI**. The BROWSE SESSIONS page displays.

Select the following test type and then click **Next**.
- PSI Test Site for TEAS V Nursing

This information displays after your selection. Click **Register**.

A warning message appears, confirming your understanding that you cannot receive a refund after you purchase your PSI TEAS V exam. Click **Yes** to continue.

If you do not want ATI to send a transcript at this time, select the **Do not send my transcript** check box. You will still be able to order transcripts.
Select **Excelsior College** as your institution where you want to send a transcript of your results. One transcript is free with this order; there is a fee for additional transcripts. The total number of transcripts and total cost of your order displays at the bottom of the page.

Click **Continue** to go to your shopping cart.

Check that your order information is correct.

**Important:** Remember that you cannot obtain a refund for this purchase.

If you don’t want to purchase this assessment or want to change your transcript destination(s), click **Remove this item** and then click **Continue Shopping** to start over at the Online Store home page.

To continue with your purchase, click **Check Out** to enter your billing address information.
Verify that your address information is correct and make any needed changes, making sure that both the top and bottom portions of the form are filled in.

Note that a phone number is required in both places.

Note: A phone number is required in both places. If any required information has not been filled in, you will be prompted to provide the information before you are allowed to continue.

Click **Proceed to Payment Details** to enter your payment information.
STEP 3: Schedule your TEAS Session with PSI.

24 hours after registering on the ATI Web site, schedule the time and location to take the TEAS V, either online or by phone:

- To register online, go to the PSI Web site at www.psiexams.com and repeat the process in STEP 1 to find your session.
- To register by phone, call PSI at 800-733-9267.
  - PSI will require the ID # from your purchase confirmation, so be sure to have it available.
  - After scheduling the TEAS V with PSI, you will receive an e-mail confirmation providing the test center location and directions.
  - If you need to reschedule your test, you must contact PSI 2 days before the scheduled test date.

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

In the Payment Information section, check your address information and click Edit Address if you need to change any of the information. Then enter your credit card information.

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.

After you submit your order, you will receive a receipt/confirmation e-mail. This e-mail contains the ID # required by PSI to complete your scheduling of the test. PSI will receive notice of your purchase within two (2) hours.