How to Create an Account and Purchase ATI TEAS via Self-Pay

1) Please go to www.atitesting.com > CREATE ACCOUNT
   a. When prompted please provide:
      i. **Est. Grad Date (Or Non-Degree Seeking** if you are unsure)
      ii. **Institution** where you will be applying.

   *(**NOTE:** These can both be changed later if needed.)*

2) Once your account is complete, please select **Register for TEAS before using ATI**
3) Select **Through my institution or testing center**
4) Select **Sign In**

Once you have logged in this will be your **ATI Home Page**. You should see your name in the upper right-hand corner. If you will be testing the same day you create your account, you can move to **Step 5**. If you are testing later, you can log out and proceed to **Step 5** on testing day.

5) You will receive the **Product ID Code** via the proctor at your institution.
6) From the home page, please locate and select **+ ADD PRODUCT** and enter the **Product ID Code** you were provided.
7) Once you have entered the code, please confirm the details, and select **CONTINUE**.
8) **Send Results** screen will pop up which allows you to send your results to another program or institution. There is a $27 fee involved to do this. Once you are ready, select **CONTINUE**.

   *(**NOTE:** Your TEAS results will automatically be sent to the school you selected when you created your account. If you would like to send your transcript to another program or institution, you can in this step. If you decide later you would like to send your transcript to another school you will have an option to do this.)*

9) Confirm your purchase details and select **CONTINUE**.
10) Enter your **Billing Address** for your credit card and **Shipping Address**.

   *(**NOTE:** If these are the same, please select **Same as Billing Address**.)*

11) Enter your **Email Address** and **Phone Number**.
12) Select **CONTINUE**.
13) Enter your **Credit Card Details** and select **Submit Order**.

Once you have completed these steps you should receive a prompt/confirmation message that notes the product has been added. If you are not immediately prompted to begin the assessment, you can follow the steps below to access and begin your TEAS assessment.

14) Select **MY ATI > TEST Tab**.
15) If the proctor is already proctoring the **test will automatically appear** on this tab and you may **begin**. If it does not, please wait until the cue from your proctor that they are ready to begin the test and select **Check for Proctors**. The test will appear, and you may begin.
16) Once you have entered the test, please read the prompts on the screen, and await further instructions from your proctor.

Thank you for pursuing your dreams! Wishing you favor and joy!

-   Your ATI Team