Preparing for TEAS

The following items are available for purchase at atitesting.com:

- TEAS Study Package
- TEAS Study Manual
- TEAS Online Practice Assessments
- Learning Strategies: Your Guide to Classroom and Test-Taking Success

Taking TEAS

- Time limit is 209 minutes
- 170 multiple choice questions (20 un-scored pre-test questions)
- A four-function calculator will be provided at the time of testing
- TEAS Transcripts are available for purchase at atitesting.com

Creating an Account

All individuals preparing to take the TEAS test must first create an ATI account. To do so, visit atitesting.com and click "Create an Account" (follow the screen prompts). You only need to register once, and you will use the same account throughout your health science program. You'll need your ATI username and password to take an online test or your ATI paper/pencil ID to take a paper/pencil test. Please bring this information with you to the testing location.
TEAS EXAM INFORMATION

Test of Essential Academic Skills (TEAS) at College of Southern Nevada

You will need to Register and Pay online. Upon registering on the Institution Info, you will need to provide your NSHE ID number for the Student ID. Failure to provide an accurate CSN Student ID will result in TEAS scores not being processed for the College of Southern Nevada

1. Go to www.atitesting.com to register (see instructions on page 3).
   a. Bring your user name and password with you to the test.
2. Pay the fee online: $75.00
3. Print out the Registration page for proof of payment.
4. If test is taken at a location other than CSN the test results must be officially transferred to CSN. Scroll down to "How to Purchase a TEAS Transcript" for information and instructions on transferring test scores. *Test results MUST be received in the Limited Entry Office by application deadline date.

All applicants must bring a valid state or federal picture ID (Driver's license, passport, or military ID). You will also need your ATI Username and Password. Seating is limited to 55 students for each TEAS date. Each student must purchase their own testing reservation. **ONCE THE TEAS EXAM IS PURCHASED, THERE ARE NO REFUNDS.** In the event that you are unable to attend your scheduled test you will NOT be able to reschedule for another time without another purchase of the TEAS test.

Prepare to spend 4 hours to take the test.

If you require accommodations for a physical handicap or learning disability that prevents you from taking the examination under standard conditions, contact us at 702-651-7345. You must provide proof of your disability.

The document may include the following:

- A statement from a representative of CSN indicating you have received special testing accommodation within the past three years
- Documentation of an evaluation by a state licensed professional qualified to diagnose your particular disability. This evaluation must have been made within the past three years and must include information about the licensing and credentials of the evaluator as well as the procedure used to diagnose the disability.

All tests begin promptly at the times listed above. Please arrive 30 minutes prior to exam start time for check in. Students arriving at or after 8:15 am will not be allowed entrance into the exam, NO EXCEPTIONS.
**Standby Status:** This is no longer available

**Testing Location:** College of Southern Nevada, 6375 W. Charleston Blvd., Las Vegas, Nevada 89146. West Charleston Campus - Building “K”, Room 322

**DO NOT BRING TO THE TEST:**

- Calculators (Calculator is available through the program only.)
- Cell phones or pagers (If your Cell phone makes any noise in the room, you will be dismissed: No Refunds, No Excuses)
- Google glasses (Any suspicious glasses will be inspected)
- Watches (of any kind)
- Non-Religious Hats/Hoodies
- Fitbit
- MP3 Players or IPODS
- Any other digital media/matter
- Scratch paper (Will be provided by staff)
HOW TO REGISTER FOR THE TEAS® ASSESSMENT

1. CREATE A NEW ACCOUNT

If you are not a current user on 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.

From the atitesting.com home page, click Create Account.

The Sign In Info page displays.

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.

Re-enter 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.
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.

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.
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.

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.
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**

**REGISTRATION**

- **Program Type:** TEAS for Nursing/Student
- **Location:** ABC University, 501 Main St, Anytown, CA 90000

**BROWSE SESSIONS**

- **Date:** 06/12/2018, Friday, 8:30 AM-12:30 PM

**PRODUCT DETAILS**

- **Price:** $399.99
- **Quantity:** 1

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.

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

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**.

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 your email address listed in your profile.
**HOW TO PURCHASE A TEAS TRANSCRIPT**

ATI has made it possible for students to purchase a TEAS Transcript after your test date via the ATI Web site Online Store. Complete these steps to purchase a TEAS Transcript from either your student account or the ATI’s Online Store.

- Purchase Directly from your Student Account
- Purchase from the Online Store

**Purchase Directly from your Student Account**

To access your Student Account, sign on to www.atitesting.com with your account’s Username and Password.

From the Student Home page, click the **MY RESULTS** tab to access your completed assessments and then locate your TEAS Assessment in the list.

Click the **Share Results** link located below your TEAS content area results.

In this list, select the institution that is to receive your TEAS test results.

Click the down arrow to add the institution to the list of **Selected Institutions**. Select as many institutions as you want.

To remove an institution, select it from the **Selected Institutions** list and then click the up arrow.

The cost of sending your TEAS results to the institutions you selected displays here.

After your selection is complete, click **CONTINUE**.
The Purchase Details window lists all the institutions you selected, adds any tax due, and computes the total amount that you will be paying.

Review your purchase and then click **CONTINUE**.

Verify that the address information from your account is correct and then click **CONTINUE**.
Enter your 16-digit Credit Card Number, select your card’s Expiration Date, and enter the 3-digit security code on the back of the card.

Double-check your Billing Address information and make any changes, if necessary.

Remember that ATI does not offer refunds or credits, and that your purchase is final, so double-check all of the purchase information on the page.

If all the information on the page is correct, click Submit Order to make your semester payment.

The Order Summary window confirms that your payment is successful and confirms payment details, which are sent to you in an e-mail.

To print a receipt, click Print Receipt, select your printer settings, if necessary, and then click Print.

Click CLOSE in the upper right corner to return to your student HOME page.

Purchase from the Online Store

To access the Online Store, first sign on to www.atitesting.com with your account’s Username and Password.

From the Student Home page, click Online Store in the upper right corner.
The TEAS Transcript is a featured item and should appear on the Online Store home page.

Locate the TEAS Transcript on the page and then click Add to Cart button to view your shopping cart.

If a TEAS Transcript is not available on the page, enter Transcript in the Search field on the left side of the page and then click Go to display all transcript-related items.

Review the information on the screen.
- If you want to purchase additional items, click Continue Shopping to return to the Online Store.
- If you do not want to purchase additional items, click Check Out to select a transcript.

If you have taken more than one TEAS assessment, you can choose which assessment you want to send.
Select the button to the left of the TEAS Assessment you want to send. Then click Continue.

Select a school from the Available Institutions list on the left and click the Right Arrow to move it to the Currently Selected Institutions list. Any schools that have already received your results are marked with an asterisk (*).

- The amount displayed for Test Results indicates the cost for the transcripts you are ordering.
- The number beside Institutions in the lower right corner shows the total number of institutions you selected.

When you are finished selecting institutions, click Continue to open the Shopping Cart page. Then click Check Out to open the Secure Checkout page.
Enter/confirm your billing address and provide any additional information. Your billing address should match the address on your credit card.

Click **Proceed to Payment Details** to display the Secure Checkout: Payment Details screen.

Double check that all of your Order Information is correct.

Then enter your Payment Information

- 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 at the bottom of the page to understand the terms of your purchase. Remember that ATI does not offer refunds or credits, and that your purchase is final.

Then select the check box to the left to confirm your purchase and to agree to the terms.

Click **Submit Order**. After you click **Submit Order**, you will receive a Customer Receipt that is e-mailed to the address listed in your profile.