Steps to schedule your ATI TEAS Exam:

1. Schedule your TEAS exam by clicking on the CASS Self-Serve link: www.ivytech.edu/schedulenow.

2. Click on Student Login and use your Ivy Tech email address and password.

3. Click on "This exam is not related to an Ivy Tech course" link

4. Type in **TEAS** for the test name.

5. Select the correct TEAS exam based on the attempt number (Attempt 1, Attempt 2, or Attempt 3).
   (If you are rescheduling a "no show" or "late cancel" exam, choose the exam name which includes "late cancel" so you are only charged $15 rather than the full price.)

6. Select the campus location where you would like to take your TEAS exam and click next.

7. Click on the red calendar and select the date for your exam appointment and click next.

8. Use the dropdown box and select the time for your appointment and click next.

9. Review your appointment details and click next.

10. Select "Pay now via credit card online". The cost of the exam is $77.00 for students.

11. Click on "Credit Card Payment Form" and complete the credit card payment transaction.

12. Click on "Submit My Appointment Request".

13. If you have not yet registered with ATI and obtained a username and password, go to www.atitesting.com to set up your account. ***Do NOT schedule an appointment or PAY any funds at the ATI website.***

14. Be sure to read the emails containing information on downloading necessary software and a code for launching the exam*

*Note: You will receive three emails. If you do not receive one containing testing information, please contact asktestingservices@ivytech.edu

In order for your TEAS test scores to migrate to the Ivy Tech record system, you must select your Ivy Tech home campus as your institution, add your full Ivy Tech Community College student ID number (C0######), birth date, and your last name must match the Ivy Tech record system when creating your ATI profile and. (Do not use dashes in the C number.)