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**.
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.