Steps to schedule your

**ATI-TEAS Exam at an Ivy Tech Community College Campus:**

**Step 1** – Schedule your TEAS exam by clicking on the CASS Self-Serve link: [www.ivytech.edu/schedulenow](http://www.ivytech.edu/schedulenow) or in MyIvy located under Student / Course Info / Schedule Testing Appointment.

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

**Step 3** – Click on “Certification and all other exams”.

**Step 4** – Click on “This exam is not related to an Ivy Tech course”.

**Step 5** – Type in **TEAS** for the test name.

**Step 6** – Select the correct Remote TEAS Attempt 1 or 2 exam based on the attempt number.

**Step 7** – Select **Lafayette** for the campus and click next.

**Step 8** – Click on the red calendar and select the date for your exam appointment and click next.

**Step 9** – Use the dropdown box and select the time for your appointment and click next.

**Step 10** – Review your appointment details and click next.

**Step 11** – Select “Pay now via credit card online”. The cost of the exam is $81.00 for students.

**Step 12** – Click on “Credit Card Payment Form” and complete credit card payment transaction.

**Step 13** – Click on “Submit My Appointment Request”.

**Step 14** – If you have not yet registered with ATI and obtained a username and password, go to [www.atitesting.com](http://www.atitesting.com) to setup your account. **Do NOT schedule an appointment or PAY any funds at the ATI website.**

**Step 15** – 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 [lafayette-testingservices@ivytech.edu](mailto:lafayette-testingservices@ivytech.edu)