



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 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 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