

HOW TO PURCHASE A TEAS TRANSCRIPT

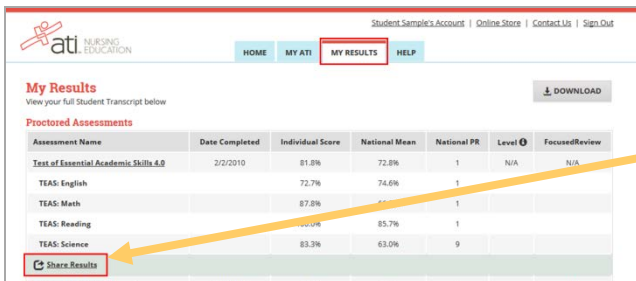
ATI has made it possible for students to purchase a TEAS Transcript after your test date via the ATI Web site Online Store. Complete these steps to purchase a TEAS Transcript from either your student account or the ATI's Online Store.

- [Purchase Directly from your Student Account](#)
- [Purchase from the Online Store](#)

Purchase Directly from your Student Account

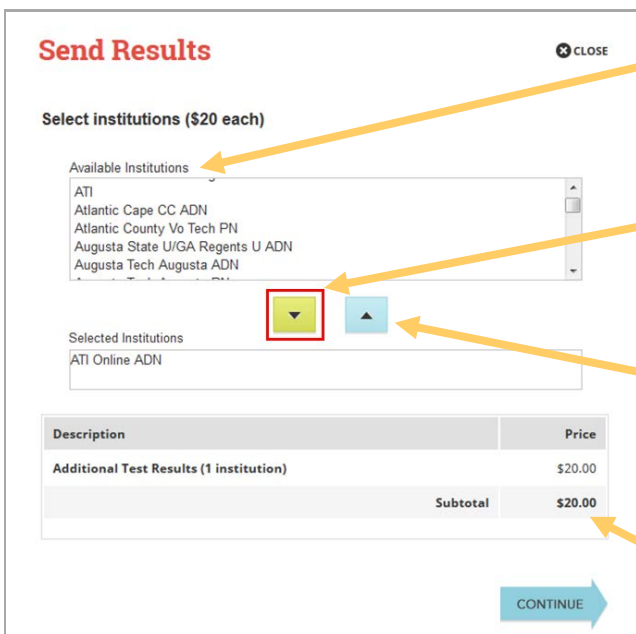
To access your Student Account, sign on to www.atitesting.com with your account's Username and Password.

IMPORTANT NOTICE: If you have an account with associated with another institution, please switch your registration to Excelsior College. This is a required step.



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 **Excelsior College** to receive your TEAS test results.

Click the down arrow to add **Excelsior College** to the list of *Selected Institutions*.

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 **Excelsior College** displays here.

After your selection is complete, click **CONTINUE**.

Purchase Details ✕ CLOSE

Institution
zzDevon Medical School

| Description | Price |
|------------------------------------|----------------|
| TEAS Result Share - ATI Online ADN | \$20.00 |
| Late Payment Fee | \$0.00 |
| Tax Amount | \$1.78 |
| Discount | \$0.00 |
| Total | \$21.78 |

← PREVIOUS CONTINUE →

The Purchase Details window lists the institution you selected, adds any tax due, and computes the total amount that you will be paying.

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

Address Information ✕ CLOSE

Billing Address Required*

First Name* MI Last Name*

Address 1* Address 2

City* ZIP/Postal Code*

Country* State/Province*

Shipping Address

Same as billing address

← PREVIOUS CONTINUE →

Verify that the address information from your account is correct and then click **CONTINUE**.

Credit Card Details

Institution
zzDevon Medical School

Credit Card Information Required*

Credit Card Number* Expiration Date* CVV Number*

Billing Address [Edit Billing Address](#)

Alissa M McCall,
11161 Overbrook Road,
Leawood, Kansas, 66211, United States.

| Description | Price |
|--------------------------------|----------------|
| TEAS Result Share - ATI Online | \$20.00 |
| Late Payment Fee | \$0.00 |
| Tax Amount | \$1.78 |
| Discount | \$0.00 |
| Total | \$21.78 |

[PREVIOUS](#) [Submit Order](#)


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.

Order Summary

 **ati** NURSING EDUCATION

Congratulations! Your payment is successful. Below are the details of your payment.

Order Summary

| Description | Price |
|------------------------------------|----------------|
| TEAS Result Share - ATI Online ADN | \$20.00 |
| Late Payment Fee | \$0.00 |
| Tax Amount | \$1.78 |
| Discount | \$0.00 |
| Total | \$21.78 |

Student: Alissa McCall
Name on credit card: Alissa McCall
Date and time paid: 08/12/2015 12:10:10 AM
Institution: zzDevon Medical School

[Print Receipt](#)

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.

[Go back to the top](#)

Purchase from the Online Store

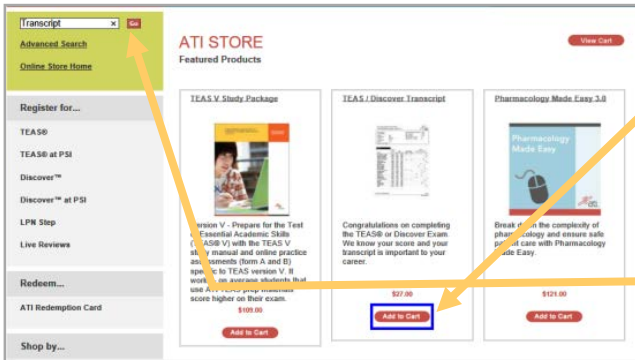
To access the Online Store, first sign on to www.atitesting.com with your account's Username and Password.

 **ati** NURSING EDUCATION

Alissa McCall's Account [Online Store](#) [Cart](#)

[HOME](#) [MY ATI](#) [MY RESULTS](#) [HELP](#)

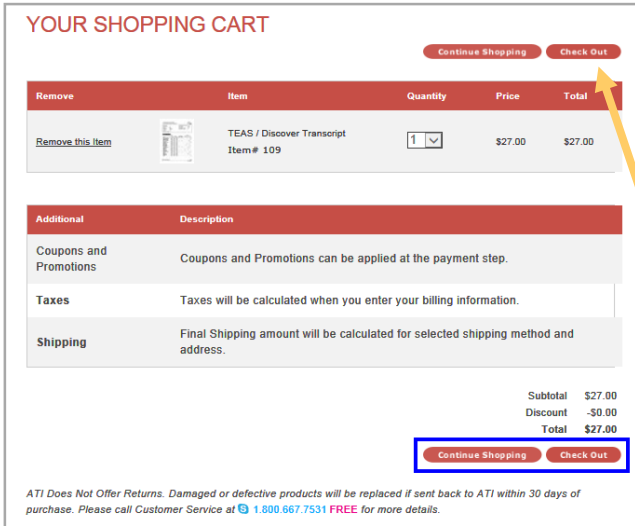
From the Student Home page, click **Online Store** in the upper right corner.



The TEAS Transcript is a featured item and should appear on the Online Store home page.

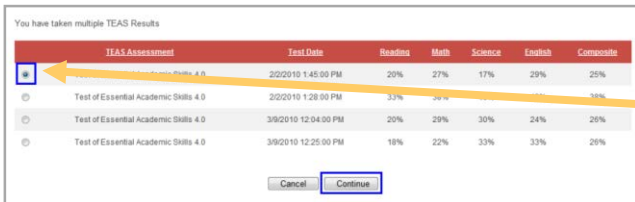
Locate the TEAS Transcript on the page and then click **Add to Cart** button to view your shopping cart.

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.



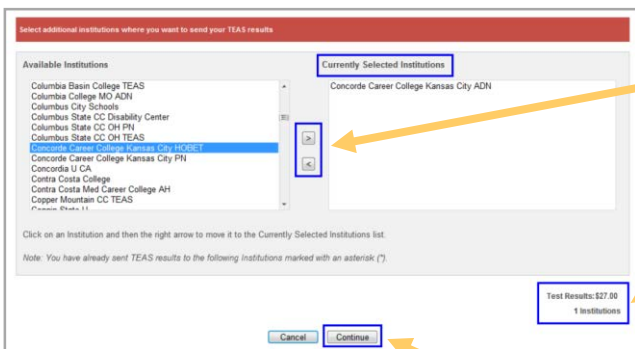
Review the information on the screen.

- 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 **Excelsior College** 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, click **Continue** to open the Shopping Cart page. Then click **Check Out** to open the Secure Checkout page.

SECURE CHECKOUT

1: Enter Your Address 2: Enter Your Payment Details

Enter your billing and shipping address. Your billing address should match the address on your credit card.

| Billing Address | Shipping Address |
|---|---|
| First Name: <input type="text" value="Alissa"/> | First Name: <input type="text" value="Alissa"/> |
| Middle Initial: <input type="text"/> | Middle Initial: <input type="text"/> |
| Last Name: <input type="text" value="McCall"/> | Last Name: <input type="text" value="McCall"/> |
| Company Name: <input type="text"/> | Company Name: <input type="text"/> |
| Campus Name: <input type="text"/> | Campus Name: <input type="text"/> |
| Phone Number: <input type="text" value="9136616468"/> | Phone Number: <input type="text"/> |
| Email Address: <input type="text" value="atitestemail@ascendlearning.com"/> | Email Address: <input type="text" value="atitestemail@ascendlearning.com"/> |
| Street 1: <input type="text" value="7500 W 160th Street"/> | Street 1: <input type="text" value="11161 Overbrook Road"/> |
| Street 2: <input type="text"/> | Street 2: <input type="text"/> |
| Street 3: <input type="text"/> | Street 3: <input type="text"/> |
| City: <input type="text" value="Stilwell"/> | City: <input type="text" value="Leawood"/> |
| State: <input type="text" value="KS"/> | State: <input type="text" value="KS"/> |
| Postal Code: <input type="text" value="66062"/> | Postal Code: <input type="text" value="66211"/> |
| Country: <input type="text" value="UNITED STATES"/> | Country: <input type="text" value="UNITED STATES"/> |
| <input type="checkbox"/> Shipping Address is same as Billing | |

[Back](#) [Proceed to Payment Details](#)

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.

SECURE CHECKOUT

1: Enter Your Address 2: Enter Your Payment Details

Please review your order and provide payment information to complete your purchase.

Note: Shipping to Hawaii or Alaska, or to any country other than the U.S., requires that you choose the Priority Mail USPS option. No orders are shipped on Saturday, Sunday, or any federal holiday.

| Item | Qty | Price | Total |
|--|-----|---------|---------|
| TEAS SELF PAY | | | |
| Item# TEAS_SELF_PAY Location: ABC University, Anytown TEAS V Time: 2/16/2016 9:00:00 AM - 2/16/2016 1:00:00 PM | 1 | \$80.00 | \$80.00 |

Merchandise Subtotal: \$80.00

Ship By:

Promotion Code: [Apply Code](#)

Discount: -\$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$60.00

Payment Information

Payment Method:

Billing Address: Alissa McCall, 7500 W 160th Street, Stilwell KS 66062, US, Tel: 9136616468, E-Mail: atitestemail@ascendlearning.com

[Edit Address](#)

Card Number:

Expiration Date: --Month-- / --Year--

Security Code: [help](#)

I have reviewed my order carefully and confirm that it is accurate and complete. I understand that this order, once placed, is non-cancellable and no returns or funds are available for this purchase.

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. Note: You will not be able to submit your order if this box is not checked.

[Back](#) [Submit Order](#)

ATI Does Not Offer Returns. 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.

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.

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