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.

Note that when you send a transcript to an institution, the institution name displays to the right of Share 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 in the Description.

After your selection is complete, click CONTINUE.
How to Purchase a TEAS Transcript

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.

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.

Enter your 16-digit Credit Card Number, your card’s Expiration Date, and the 3-digit security code from the back of the card.

If all the information on the page is correct, click Submit Order to purchase your transcript(s).
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.

On the left menu, click TEAS® Products.

Select TEAS and then select TEAS Transcript.

Click ADD TO CART.
Review the information on the screen.
- From the Quantity list, select the number of additional transcripts you want to purchase.
- Enter any discount codes you want to apply to your purchase, and then click PROCEED TO CHECKOUT.

Complete the Payment and Billing Information, making sure that all portions of the form are filled in. Verify that your address information is correct and make any needed changes. Your billing address should match the address on your credit card. When you are finished, click NEXT.

**Note:** If any required information has not been filled in, you will be prompted to provide the information before you are allowed to continue.

Review your order to make sure it is correct.
- To make changes, click BACK TO SHOPPING CART or the Edit icon.
- To submit your order, click COMPLETE ORDER.

After you submit your order, you will receive a receipt that you can print for your files.

Click STUDENT PORTAL to go to your account on the ATI Web site, where you will find a tile showing your transcript credits on the Home page under Recent Activity.