

## How to Sign Up for In Person Testing at PSI Test Center

### Step 1

- Use this [link](#) to check the PSI testing locations to make sure there is an exam date and time available that fits your schedule.
  - For “**Delivery Mode**”, choose “**Test Center**”
  - Select Organization, choose “**ATI TEAS\***”
  - Select Test, choose “**ATI TEAS Test**”
  - In the Find Test Location, choose the following:
    - For Country/Location, choose “**United States of America**”
    - For Enter City/Postal Code, enter your city or zip code
    - Choose your preferred month



### Step 2

- Click on this [link](#) to go to the PSI Test Center Registration Page
- On the “**TEAS at your Institution or at a PSI Testing Center**” screen
  - For Program Type, chose “**TEAS for Nursing Students**”
  - For Search By, chose “**PSI Testing Center**”
  - Click the Select button
- Click Select under the PSI Test Site for TEAS Nursing

### Step 3

- Read and understand your registration information.
  - **About your Transcript(s):** You will receive one free ATI TEAS Transcript Credit with your registration.
    - You can order additional transcripts here at \$27.00 each.
    - You will select the institution(s) to receive your transcript after you complete your ATI TEAS exam.
  - **To send your transcript after your TEAS exam:** you must log in to your student account, and select either **SEND TRANSCRIPT under TEAS Activity** or **via the MY RESULTS tab below your TEAS results.**
- Understand the rescheduling policy.

**Step 4**

- A warning message appears, confirming your understanding that you cannot receive a refund after you purchase your ATI TEAS exam. Click **Yes** to continue.
- If the Select Session window displays, **SELECT PSI Test Site for TEAS Nursing**. Otherwise, skip this step.

**Step 5**

- Check that your order is correct.
  - Click an item's X icon to remove the item.
  - Use the drop-down menu to change a quantity.
- When your changes are finished, click **Proceed to Checkout**.

**Note:** that your time to complete this page is limited. If you do not finish within the time limit, you will have the opportunity to go back to reset your session.

**Step 6**

- 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.
- 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.

**STEP 7**

- Review your order:
  - If you see that you need to make changes, click **BACK TO SHOPPING CART**.
  - If you are done and need to submit your order, click **COMPLETE ORDER**.

**STEP 8**

- After you submit your order, you will receive a receipt that you can print for your files.
- **Within 2 hours, you will receive an e-mail from PSI that contains your candidate ID number. You will need this number to register for your exam.**
  - **Note:** The e-mail also provides a link to schedule your ATI TEAS Exam.
- When you schedule your ATI TEAS exam through PSI, you must create a PSI account.

**STEP 9****Schedule by Phone**

- Call PSI at (800) 733-9267 (Monday thru Friday: 7:30 am – 10:00 pm EST; Saturday – Sunday: 9:00 am – 5:30 pm EST)

**NOTE: PSI will require the ATI ID # from your purchase confirmation**

**Schedule Online**

1. To schedule online, go to the PSI Web site at <https://candidate.psiexams.com/>. Then on the PSI Exam Home page, click “**Schedule an examination**”. Note the following and be prepared to provide the applicable information:
  - The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid, government-issued ID that shows your name in the English alphabet, your signature, your photograph.
  - Candidate I.D. # from the authorization e-mail you received from PSI.
  - Contact phone number(s) – If there is an unexpected event, PSI will use these numbers to contact you.
  - Mailing address – Provide the address where you would like your score report or other important information mailed.
  - Exam title.
  - Eligibility information, if required.
  - E-mail address – For contact purposes.
2. Click **Sign in using secure server** or click **Sign Up** and follow the instructions on the screen to create an account. Be sure to check the box to locate existing records. This enables PSI to associate your registration and payment via ATI’s online Store with your PSI account.
3. Click Download Candidate Information Bulletin to open the Candidate Information Bulletin in a new window.
4. Click schedule for a test to open the Schedule a test page. IF PSI has received your registration and payment information from ATI, you will be able to schedule the location, date and time for your exam. Follow the prompts on the screen and refer to the Candidate Information Bulletin.

**NOTE: If you have questions, call PSI at (800) 733-9267 for assistance.**