

Steps for a Remote TEAS Test

Step 1 – ATI’s Technical Requirements – Do you meet them?

Check out the technical requirements prior to registering for remote TEAS test

You must:

- Use Google Chrome Version 77 or later
- Test on a PC or a Mac (a phone or tablet **cannot** be used):
 - PC – must have Windows 10 or later, minimum resolution 1024x600
 - MAC – must have Mac OS x10.11 or later, minimum resolution 1024 x 600
- Enable Javascript and cookies within your browser.
- Disable your popup blocker.
- Have a microphone – either internal or external.
- Have a webcam (minimum resolution 320x240 VGA) – either internal or external.
- Ensure that your internet speed is at least 0.5-1 Mbps. You can test your internet speed using www.speedtest.net.
- A full list of ATI’s technical requirements are available at <https://atitesting.com/Technical-requirements>.

Step 2 – Create your ATI account

You must associate your ATI account to GTCC in order for the DRY RUN (Step 4) to show up in your account.

Step 3 – Schedule your remote TEAS testing appointment with GTCC.

Go to <https://www2.registerblast.com/gtcc/Exam/List>

1. Select Remotely Proctored TEAS
2. Highlight and click REMOTE TEAS test
3. Read the Exam Description
4. Choose the date you want to test.
5. Select the time of the test.
6. Enter your name and email address.
7. Read and agree to the guidelines
8. Complete the Needed Information section
9. Click the green Add to Cart button
10. Click the green COMPLETE REGISTRATION button

Step 4 A – Verify your ATI account is associated with GTCC



[Mary Doe's Account](#) [Online Store](#) [Contact Us](#) [Sign Out](#)

[Web site or Proctorio Issues?](#)

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

Log into ATI
Click on MY ATI tab

Scroll down to **Institution Info** – If this screen displays your ATI account is already associated with GTCC.

Institution Info

Institution: Guilford Tech CC ADN
Student ID: 0552456
Credentials:
Expected Graduation Date: Non-Degree Seeking

[Edit](#)

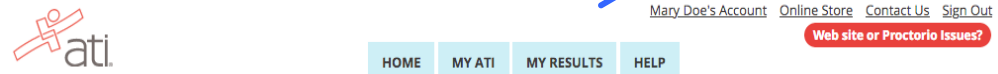
If your account is already associated with GTCC you can proceed to the Dry Run, **Step 5**.

IF your account is not associated with GTCC please follow instructions in **Step 4 B**.

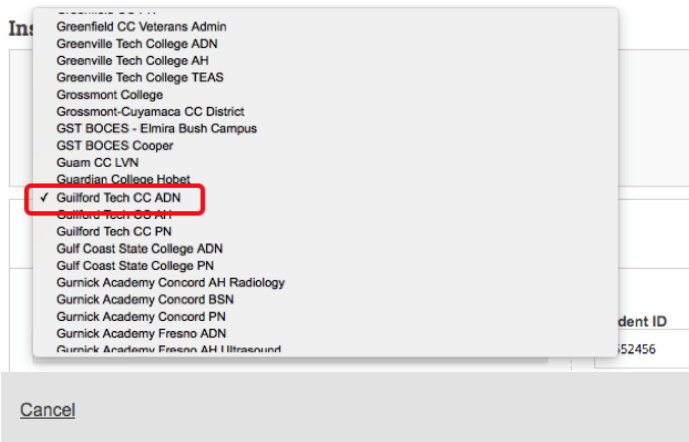
Step 4 B – How to associate your ATI account with GTCC

Log into ATI

Click on your account name



Scroll down to Institution Info – click the Edit link. A list of school names appears



Scroll down to find

Guilford Tech CC ADN,

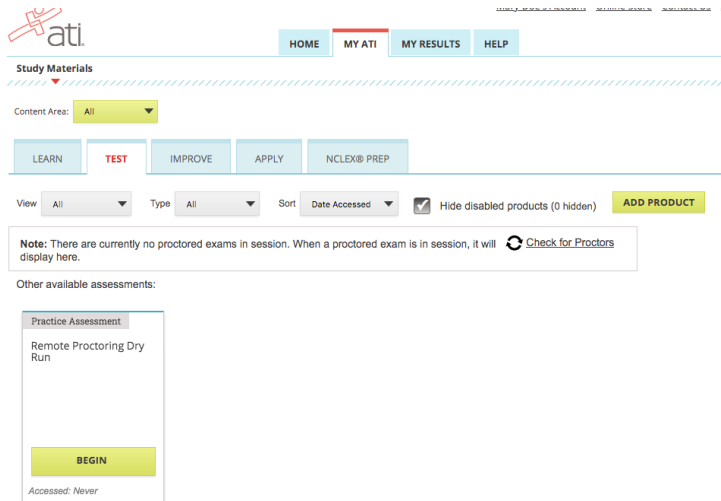
Click on the name and a check mark will appear next to name.

Click the green SAVE button to associate your ATI account to GTCC.

Follow the steps in 4 A to verify. ((You may need to log out of ATI and reenter for the changes to take place.))

Step 5 – DRY RUN

Completing the DRY RUN will help you decide if remote testing is for you as ATI does have a series of requirements that your device must meet. Here's how to find ATI's DRY RUN



1. Log into your ATI account
2. Click on the MY ATI tab.
3. Click on the TEST tab.
4. Locate the Remote Proctoring Dry Run box and click green BEGIN button.

**** You must email the Assessment Center at testingcenter@gtcc.edu when you have completed the DRY RUN.** This starts the next process which involves the Cashier's Office and payment for TEAS test.** Upon receipt of your email notification that the DRY RUN has been completed the Assessment Center will notify GTCC's Cashier's office to place e-bill into your GTCC WebAdvisor account. The DRY RUN must be completed by 6:00 pm on the Wednesday, before your test on Friday. Payment will not be accepted by the Cashier's Office without the Assessment Center notifying them that the dry run has been completed.

Step 6 – Check your WebAdvisor account

WebAdvisor is where you will find the e-bill of \$78.00 This must be paid by 6pm on Wednesday before your test on Friday. For example, if you are scheduled to test on Friday, June 4 you dry run and payment must be made by 6:00 pm on Wednesday, June 2.

Step 7 – Receiving the Assessment ID

When we have received confirmation from the Cashier's office you will receive an email from the Assessment Center that contains the ATI Assessment ID (or product ID). Please have this available on Friday, you will be required to enter this number into your ATI account just before you start your TEAS test.

Step 8 – TEAS TEST DAY: Log into your ATI student account

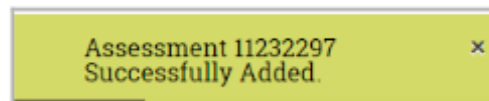
With your Assessment ID in hand, log into your ATI account and on the Student **HOME** page, click **Add Product** (located in the upper-right corner) to open the **Add Product** window.

After clicking the ADD Product the following window appears.

Enter the Assessment ID provided by the Assessment Center.

Then click CONTINUE

A Confirmation message displays indicating the product has been added.



Step 9 – TEAS TEST DAY: Perform the pre-test checklist prior to exam start time

You must be prepared to start your exam at the stated start time. We recommend you start this process 30 minutes prior to the start of your TEAS exam.

- Make sure you are using a fully charged or plugged-in laptop or desktop computer with a webcam and microphone.
- Have a government-issued photo ID card available, (not expired and not a photo of an id)
- Find a well-lit space and be ready for a room scan prior to beginning the test.
- Position your webcam from your shoulders up so that your face is fully visible.
- You are allowed one piece of blank paper to be used during the exam.