How to register to take the Test of Essential Academic Skills (TEAS)

- 1. Start by logging in to your MyFVTC account.
- 2. To sign in, enter your **Student ID** in the User ID field and then enter your **Password**. Click **Sign-On**.
 - If this is your first time logging into MyFVTC, you need to click **Forgot ID or Password?** to create your MyFVTC password.
- 3. Select Manage Classes, then Class Search/Add to Cart.
- 4. Make sure the correct term is selected--the term you will be taking the TEAS test, not when you will start classes.
- 5. Once you are in your correct term, type **TEAS** in the **Search For Classes keyword box**, then click **Enter**.

МуFVTC	Class Search / Add to Cart
2017 Fall Fox Valley Technical College	Change Term
View My Classes	Search For Classes () TEAS
℃ Shopping Cart	Add by class number
Q Class Search / Add to Cart	► Favorites
Drop Classes	
View My Assignments	Economics 1 class option available
Enrollment Dates	Delete All

6. Once you find a date/time that will fit in your schedule, click and the **arrow** on the right to select the test section.

Select a cla	Select a class option () Selected Filters 10 option								0 options
Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	
1	Open	Regular	22197 In Person Classroom	09/15/2017 - 09/15/2017	Friday 8:00AM to 10:00AM	Appleton Campus	To be announced	Open Seats 3 of 3	>

7. Review your selection and click Next.

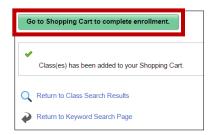
x Exit Class Search / Add to Cart							
2017 Fall Post Secondary Fox Valley Technical College							
Review Class Selection Complete	Complete Step 1 of 2: Review Class Selection						
2 Review and Submit Visited	You have selected						
	Option Status Open						
	Class	Session	Meeting Dates	Days and Times	Seats		
	A-Classroom Lecture/Demo/Disc 22197	Regular	09/15/2017 - 09/15/2017	Friday 8:00AM to 10:00AM	Open Seats 3 of 3		

8. Click Add to Cart.

Step 2 of 2: Review and Submit You have selected to add to your shopping cart				Add to Cart
Class	Session	Meeting Dates	Days and Times	Seats
A-Classroom Lecture/Demo/Disc 22197	Regular	09/15/2017 - 09/15/2017	Friday 8:00AM to 10:00AM	Open Seats 3 of 3

9. Click Yes to submit, or No to return to review your class section.

10. Your class has been added to your shopping cart. Click the green **Go to Shopping Cart to complete enrollment** button.



11. Check the box next to the test section, then click Enroll.

Yo	our She	opping Cart							Enre	Delet	Validate
S	elect	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
		Open	Type A 22197	TEAS VI Testing - Health Programs	Regular	Friday 8:00AM to 10:00AM	Appleton Campus	Staff	0.00	Open Seats 3 of 3	Change Preferences

- 12. Click Yes to confirm you would like to enroll.
- 13. Read the Financial Responsibility & Terms Agreement, click Done.
- 14. You may be asked for information that is required by the State of Wisconsin. Select appropriate responses.
- 15. If there is a green check, you are enrolled in the test section. If there is a red x, you have NOT been enrolled. At this point you can click **Make a Payment** to pay for your test.

Ma	ke a Payment
~	NURSING 94543100 - TEAS VI Testing This class has been added to your schedule.

16. Click **View My Classes**, then **Print Class Schedule** to print your **Class Schedule**. Your Class Schedule will give you all the information regarding your TEAS. Read your study list for all important information regarding your testing, room location, cost, and date/time of your test.

2017 Fall Post Secondary			
💳 View My Classes			By Class
™ Shopping Cart	Print Class Schedule	Buy Textbooks	Show Enrolled Classes View Account Details
Q Class Search / Add to Cart	Thin Glass Schedule	Day lexibooks	New Account Details

17. Create an ATI account at https://www.atitesting.com. You only need to create an account so you have a username and password. *Bring that to your scheduled test session*.

Sorry, late arrivals will not be accommodated.