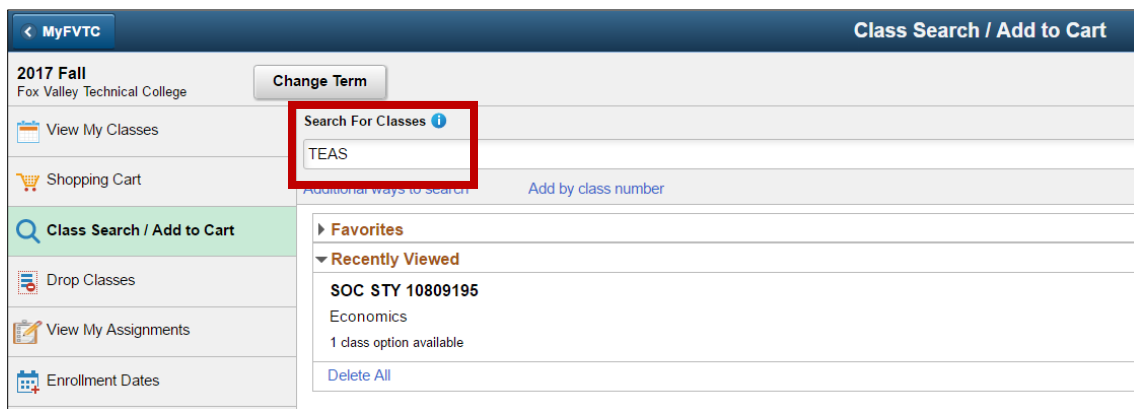


How to register to take the Test of Essential Academic Skills (TEAS)

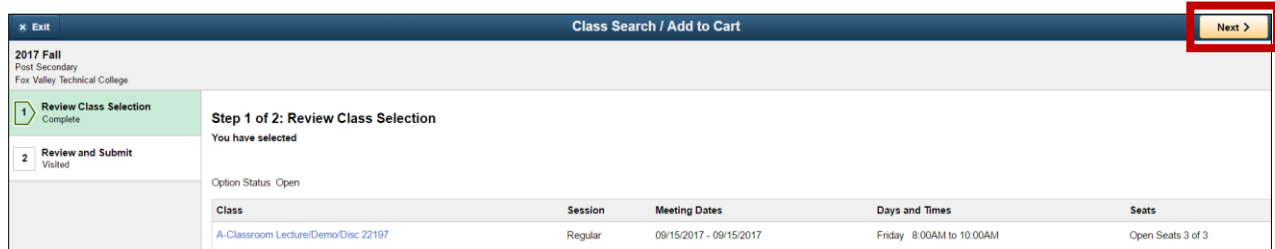
1. Start by logging in to your MyFVTC account.
2. To sign in, enter your **Student ID** in the User ID field and then enter your **Password**. Click **Sign-On**.
 - If this is your first time logging into MyFVTC, you need to click **Forgot ID or Password?** to create your MyFVTC password.
3. Select **Manage 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**.



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.

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**.

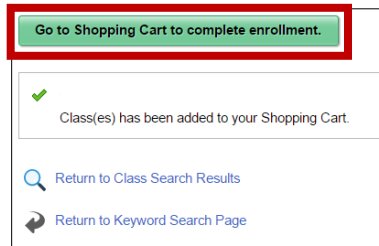


8. Click **Add to Cart**.

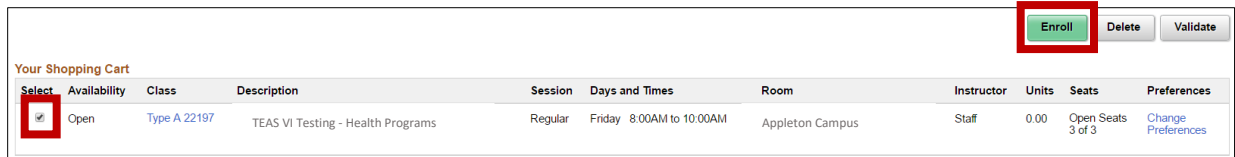


9. Click **Yes** to submit, or **No** to return to review your class section.

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**.

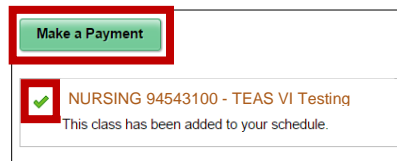


12. Click **Yes** to confirm you would like to enroll.

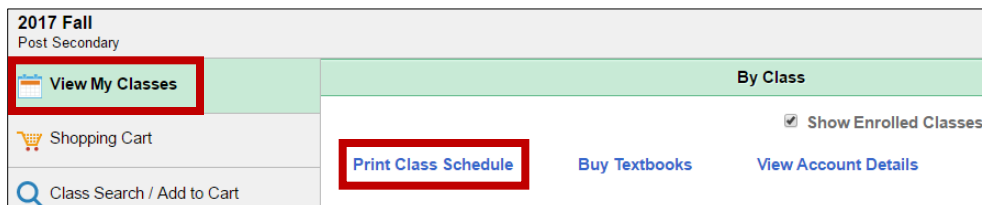
13. Read the **Financial Responsibility & Terms Agreement**, click **Done**.

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.



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.



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.