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**.

![Class Search/Add to Cart](image)

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 class](image)

7. Review your selection and click **Next**.

![Review Class Selection](image)

8. Click **Add to Cart**.

![Add to Cart](image)

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](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.**