How to register to take the Test of Essential Academic Skills (TEAS)
(www.fvtc.edu/assessment):

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 Re-set your MyFVTC password.

3. Click ●**Add Classes** from the Enrollment section on the left.

4. Make sure the correct term is selected--the term you will be taking the TEAS test, not when you will start classes.

   - If you are not activated for a term, click the **Change Term** button.

   - If your term is not listed, click **Add Term** and select your term.

   - Click **Continue**

   Official semester start/end dates:
   Spring term: January 1 - May 31
   Summer term: June 1 - August 16
   Fall term: August 17 - December 31

5. Once you are in your correct term, click the green **Search** button located in the lower left section of your shopping cart information.

6. In the **Catalog Number** box, type in **94543100**

7. Click **Search**

8. Find a date/time that works for you to test. Please keep in mind all sections available may not be in order, so make sure you scroll through all the dates.

9. Click the green [select] button in the right portion of your chosen section

10. Verify section is correct and click **Next**

11. Your class has been added to your shopping cart; click the green **Proceed to Step 2 of 3** button

12. Click on **Finish Enrolling**

13. Read the payment information and click **OK**

14. You may be asked for information that is required by the State of Wisconsin. Click the Lookup 🔍 buttons to select appropriate responses.

15. If the **Status** is **Success** ✔ , you are enrolled in the class. If the **Status** is **Error ✗**, you have NOT been enrolled.

    View the message to the left for more information.

16. Click the **My Class Schedule** button.

17. Click **Print Class Schedule**-this will give you all the information regarding your TEAS

18. Click the **Print** button

You are now registered to take the TEAS. Read your study list for all important information regarding your testing, room location, cost, and date/time of your test.
Sorry, late arrivals will not be accommodated.

Once you are scheduled, create an ATI account at www.atitesting.com. You only need to create an account so you have a username and password. Bring that to your scheduled test session.