

## TEAS Exam Scheduling Instructions

### **STEP 1: Register with ATI.**

This test is given through the ATI website. Go to <http://www.atitesting.com> to register and receive an ID and password. Bring this to the exam. Since you are paying for this test, we recommend that you review before you test. We have a free math review under "Review Links" on our testing site. This company has for purchase review materials and sample tests.

### **STEP 2: Make an appointment to take the TEAS at our testing center.**

Please go to our ServiceBuzz Self Scheduler to make an appointment for each exam at the web address below. Either click or paste this address into your internet browser.

<<http://www.servicebuzz.com/selfscheduler/1309739351>><http://www.servicebuzz.com/selfscheduler/1309739351>

Click on Select Activity (**TEAS**), then click on any white square for date and time slot.

### **Scroll down to New User Sign Up Here!**

Then enter your personal information: First Name, Last Name, Email Address, ZIP (postal code)  
On The Next Screen, enter Phone Number, Service.

The testing office is located in Building 8200 (Student Services) on the 2<sup>nd</sup> floor. Enter through 8202 and proceed to Room 8213. The nearest parking lots are Lot 7-8. Please bring 8 quarters to purchase a parking permit.

Payment of the proctor fee of **\$50** is due at the completion of your exam. Payment by cash or check are the only two accepted forms of payment to cover the fee.

Please do not bring anything to the testing room except your photo identification and the materials your instructor approved for use with the exam. The testing rooms are **fragrance-free** so please do not wear colognes or perfumes.

### **STEP 3: Come to test.**

Items to bring to testing appointment:

Photo identification.

A credit or debit card to pay ATI for the test ONLINE. (\$25.00)

\$2.00 for parking permit (coins or dollar bills)

\$50 to pay the proctor fee for the TEAS.

Accepted payment for proctoring fee is by check or with cash. We DO NOT accept credit cards for payment.

Decide whether to send results to your school prior to testing.

**If you want your test results for a specific school – please contact the school and ask if they will send to Kathleen Turner their school test code and password.**

**If the school is unwilling to send Foothill College this information – you can pay an additional \$20.00 to have your results sent to a specific school. (this is done on the ATI website)**

If you have questions – please contact Kathleen Turner @ [kat2906@fhda.edu](mailto:kat2906@fhda.edu)

Foothill College

Testing Center

Attn: Kathleen Turner

12345 El Monte Road

Los Altos Hills CA 94022

Thank you for selecting Foothill College as your exam location.