



## Steps to schedule your ATI-TEAS Exam at an Ivy Tech Community College Campus:

- Step 1** – Schedule your TEAS exam by clicking on the CASS Self-Serve link:  
[www.ivytech.edu/schedulenow](http://www.ivytech.edu/schedulenow) also now in MyIvy located under Student / Course Info / Schedule Testing Appointment.
- Step 2** – Click on Student Login and use your Ivy Tech email address and password.
- Step 3** – Click on “Certification and all other exams”.
- Step 4** – Click on the link “This exam is not associated with an Ivy Tech course.”
- Step 5** – Type in **TEAS** for the test name.
- Step 6** – Select the correct TEAS exam based the attempt number.
- Step 7** – Select the campus where you would like to schedule the exam and click next.
- Step 8** – Click on the **red** calendar and select the date for your exam appointment and click next.
- Step 9** – Use the dropdown box and select the time for your appointment and click next.
- Step 10** – Review your appointment details and click next.
- Step 11** – Select “Pay now via credit card online”. The cost of the exam is \$70.00 for students.
- Step 12** – Click on “Credit Card Payment Form” and complete credit card payment transaction.
- Step 13** – Click on “Submit My Appointment Request”.
- Step 14** – Watch for your payment receipt and confirmation emails for your appointment request.