

How to Create a New User on atitesting.com

Step 1

Click on the Create new account link on the left-hand side of the home page.



Step 2

Fill out the User Information page. Items with bold, blue lettering are required. The individual sections are covered below:

Personal Information

Please note that the username chosen must be unique to the ATI website. If you choose a Username that is already in use, you will be notified and asked to make a change before the User Information can be saved. Because a Username can contain a single dot (period) and the @ symbol, you can choose to use your email address as an easy-to-remember Username.

The image shows the "User Information" page on the ATI website. The page has a blue header with the ATI logo and the text "User Information". Below the header is a navigation bar with "Home > User Information" and a "Login (Returning Users)" link. A "Welcome New User!" banner is followed by a security notice: "This is a secure page and transfer of the information to ATI is encrypted for your protection. Complete student/employee data is needed to provide accurate reporting information for schools and employers. Items written in BLUE, below, are required." The "Personal Information" section contains several input fields: "First Name:" (required), "Middle Initial:" (optional), "Last Name:" (required), "Username:" (required), "Email:" (required), "Enter New Password:" (required), and "Confirm New Password:" (required). There are two asterisked notes: "* Username may contain a-z, 0-9, underscores, @, and a single dot(,)" and "* Your e-mail address is required to retrieve a forgotten username/password via e-mail." A final note at the bottom states "* Maximum password length is 16 characters".

Security Questions

The ATI website now prompts users to choose three security questions from a list of 12 questions. Be careful not to choose the same question more than once. These security questions and their answers (in conjunction with your Username) will allow you to gain access to your account if you ever forget your password. They are also used by ATI personnel to verify the identity of a caller for customer service.

Password Retrieval

Specify 3 security questions that needs to be answered when you forget your password

Security Question 1:	<input type="text"/>	Your Answer :	<input type="text"/>
Security Question 2:	<input type="text"/>	Your Answer :	<input type="text"/>
Security Question 3:	<input type="text"/>	Your Answer :	<input type="text"/>

Institution

Institution:	<input type="text"/>
Student/Employee ID:	<input type="text"/>
Credentials:	<input type="text"/>

Example: PhD, RN, BSN, MSN, MS, NP, AACE

Note: A dropdown menu for Security Question 1 is open, showing 12 options:

- What is your father's middle name ?
- What is the name of your favorite pet ?
- In what state were you born?
- What is your mother's maiden name?
- What month were you born?
- What is your pet's name?
- What is your favorite color?
- What is your anniversary date?
- What was your High School mascot?
- What is your favorite food?
- What is your favorite holiday?
- What color are your eyes?

Institution Information

In the section labeled Institution, you choose your institution from a dropdown list. If your institution is not in the list, there is an option for Other on the list. The Student/Employee ID is not required, except for schools that have made it mandatory for all of their students. However, entering data in the Student/Employee ID field provides an additional way to retrieve a forgotten password so ATI encourages all users to fill out that field if the information is available.

Institution

Institution:	<input type="text"/>
Student/Employee ID:	<input type="text"/>
Credentials:	<input type="text"/>

Example: PhD, RN, BSN, MSN, MS, NP, AACE

Home Address Information

The address information in the Home section is not required. However, providing this information will make online purchases easier because address data will not need to be re-entered.

Home

Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City:	<input type="text"/>
State , Zip Code :	<input type="text"/> <input type="text"/>
Country:	<input type="text"/>
Phone:	<input type="text"/>

Demographics

Users are not required to fill out data in the demographics section. However, providing this information helps ATI complete accurate analysis regarding our assessments and any potential bias toward a given demographic group.

Demographics

Gender:

Primary Language:

English French Other Other Spanish

Race:

Other Caucasian/White African American/Black Native American Hispanic Asian

Birth Date:

Step 3

Click on the Register button at the bottom of the User Information page to be signed in to the site.

We do not share a personal information with any third party without your permission. For more details, please read our [Privacy Policy](#).

NOTE: If you have taken a paper/pencil test and entered your Social Security Number (SS#) on the answer sheet; your Username is your SS# entered without dashes or spaces and your Password is the last four (4) digits of your SS#.

Step 4 (if necessary)

If the institution you chose on the profile page uses paper/pencil assessments, you will be prompted to enter your SS# so that ATI is able to match your account you just created with paper/pencil forms that are submitted. As you can see from the screenshot below, ATI is working to remove SS# from these forms as well so that this step will no longer be required. In the meantime, you can call ATI's customer service department at 800.667.7531 to be issued an alternate number that can be used in both the system and on paper/pencil test forms.

Social Security Number Required

Your Institution currently uses Paper/Pencil Test;
which require Social Security Numbers.

Social Security Number

Why do I have to provide my SSN?

Our forms for paper/pencil tests currently only request Social Security Numbers. We are in the process of redesigning all of our forms to include your student id. Until that is completed we need to store your SSN to match the assessments taken with your login. Your SSN is stored encrypted in a secure environment. Once we have completed the replacement of the forms we will be removing all Social Security Numbers from our system. If you do not want to provide your SSN please call ATI at (800) 667-7531 and a generated number will be provided.

[Back](#) [Ok](#)

If, after entering your SS#, you receive the message *"This SSN is already registered"* (see the screen below); the system has most likely already created an account for you by scoring a paper/pencil assessment. Click on the Back button to exit the SS# screen, then click on Sign-in on the left-hand side of the page. If you need help with your Password, click on *"Lost your password?"* The system will walk you through Step-by-Step to retrieve your password.

Once you've logged in successfully, you will be presented with the user home page. From now on when you log in you will use the Username and Password you created during registration to access the site. The Edit profile link is available from nearly every page in the website so that you can easily change personal information.

 **ATI** Assessment Technologies Institute, LLC

[Student Home](#)

Welcome, **Jane Doe!** You are logged in as a **Student**. If you are not **Jane Doe**, click [here](#).

Home > [Student Home](#) [Edit Profile](#) | [Log Out](#)

MAIN MENU

- [Take an Assessment](#)
- [Demo Assessment](#)
- [My ATI](#)
- [Online Store](#)

Quick Links

- [My Results](#)
- [My CE's](#)
- [My ATI Transcripts](#)
- [Student Instructions](#)

News and Updates

Frequently Asked Questions

- [How do I find my results?](#)
- [What is a passing score?](#)
- [Where can I take the TEAS®?](#)
- [Can I order a TEAS® Study Guide from you over the phone?](#)
- [Can I get my online practice numbers and passwords?](#)

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