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.
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.

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.

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.
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.

<table>
<thead>
<tr>
<th>Demographics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender:</td>
</tr>
<tr>
<td>Primary Language:</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>Race:</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Birth Date: Month</td>
</tr>
</tbody>
</table>

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.

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.