



Product ID Student Handout

Date: 3/21/2019 4:36:06 PM
To: Shepherd U WV
Cohort: 0521
Graduation Date: May 2021

The product ID below can be used to give your account access to all of the products associated with your cohort (shown above).

Product ID
CDN006166322

Before using the Product ID above, review the information in the header at the top of this document. **If it does not match the information for your class/cohort, do not activate this Product ID and contact your instructor immediately.** If you activate a Product ID for the wrong class/cohort, the wrong products will be assigned to your account.

If the class/cohort information is correct:

- Activate your Product ID by logging into the ATI Website and clicking on the **+Add Product link** located in the top right of your Home or My ATI page.
- In the Add Product window, enter the Product ID and then click the Continue button. You will be granted immediate access to all online practice assessments and tutorials that are associated with your class/cohort and have been enabled by your instructor.
- In addition, on proctored testing days, your proctored assessments will appear automatically under the Test tab on your My ATI page once a proctor is available. Simply click the Begin button on the assessment card front to begin your assessment.
- In future semesters, any new products associated with your class/cohort will be added automatically to your account.

Technical requirements for the ATI Web site are listed on the ATI Technical Requirements page at <http://www.atitesting.com/TechnicalRequirements.aspx>.

REP_ProductMemo



Your cohort has been set up to use ATI's online payment system. Use the following steps to make your payment for this semester.

1. Navigate to the ATI website at <http://student.atitesting.com>.
2. Enter your Username and Password in the Sign-in Box on the right hand side of the screen. If you do not already have an ATI Username, click on 'Create an Account' below the password box.
3. **On your My Account page, confirm the school you are attending is chosen under Institution Info. Your Institution should be listed as Shepherd U WV.**
4. Click on the "My Purchases and Payments" tab on the top of your My Account page. Enter the Payment and Cohort Code shown below:
Payment Code: 0130667
Cohort Code: 0521
Amount Due: \$128.40
5. Payments must be made before midnight on May 8, 2019 (Eastern time zone) to avoid a late payment fee of \$35.00. If you have missed the payment deadline you can still make your payment by following the steps above.

The system will not allow you to access any ATI online materials or exams until the order is submitted.

This payment must be made via credit or debit card. ATI does not take your payment information over the phone. ATI does not offer returns, refunds or credits once the payment is made.

Please don't hesitate to contact our Customer Service Department at 800.667.7531 if you need additional information.

Thanks,

Assessment Technologies Institute®, LLC

This document is intended for Instructors/Directors to hand out or email to students.



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4. Click on the "My Purchases and Payments" tab on the top of your My Account page. Enter the Payment and Cohort Code shown below:
Payment Code: 0130668
Cohort Code: 0521
Amount Due: \$755.42
5. Payments must be made before midnight on August 23, 2019 (Eastern time zone) to avoid a late payment fee of \$35.00. If you have missed the payment deadline you can still make your payment by following the steps above.

The system will not allow you to access any ATI online materials or exams until the order is submitted.

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