

Cohort and Semester Payment Information



To: Shawsheen Valley SOPN
Class: 0623
Graduation Date: 6/29/2023

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

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 Shawsheen Valley SOPN.**
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: 0139261
Cohort Code: 0623
Amount Due: \$653.44
5. Payments must be made before midnight on **August 16, 2022** (Eastern time zone) to avoid a late payment fee of \$35. If you have missed the payment deadline you can still make your payment by following the steps above.

In order to begin accessing products, your payment must be completed. Use the following steps to begin accessing your products.

Product Code: **CDN002030128**

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.

1. 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.
2. 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. In future semesters, any new products associated with your class/cohort will be added automatically to your account.

Please don't hesitate to contact our Customer Service Department at 800.667.7531 if you need additional information. Technical requirements for the ATI Web site are listed on the ATI Technical Requirements page at <http://www.atitesting.com/TechnicalRequirements.aspx>.

Thanks,

Assessment Technologies Institute®, LLC

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