

Computers, Websites, and Resources

Office365:

- ISI staff and Ministry Reps will have the option to use Office365 applications AND the ability to download Microsoft Office on up to 5 devices! (Office is available for both PCs and Macs.)

ISI email:

- All ISI staff and Ministry Reps have an ISI email
- [firstinitiallastname@isionline.org](mailto:firstname.lastname@isionline.org)
- How to access your email:
 1. Use web portal – login.microsoftonline.com
 2. Use your mobile device
 3. Use Outlook
- Have trouble with your email? Contact [Rebekah Miller](#).

Purchasing a computer:

1. Contact your RFD for approval
2. Make sure you have funds in your account
3. Go shopping!
4. Have the salesperson or Rebekah sign off that it meets our bare minimum requirements
5. Submit for reimbursement (along with the approval from either Rebekah or the salesperson)
 - For the minimum computer requirements, please see <https://www.isiministryoperations.org/orders.html#computers>

Computer Support:

- We strongly encourage field team members to have a computer person to help with computer needs (i.e. a student, volunteer, paid support, etc.).

Tech Fee:

- Each staff member is charged \$19.95/month for a tech fee.

Social media:

- ISI is on Facebook! (International Students)

Websites:

- National site – www.internationalstudents.org
 - Audience: Donors, volunteers, students, churches (general)
 1. Each staff and Ministry Rep will have a profile page, including a donation link.

- ISI Team site – www.isiteam.org (pw: ISJohn316)
 - Audience: ISI Field Team members only

To place an order:

- orders@isionline.org or 1-800-474-4147, ext. 111
- If you order at the online store, enter ISI STAFF in the coupon code for your discount.
- When ordering Free Materials, you pay for shipping.

ISI Displays:

- To order, contact orders@isionline.org

ISI Name Badges:

- To order, contact orders@isionline.org
- You have the option to have the “Sharing Christ’s love...” tag omitted

Stationery:

- Stationery must be printed by ISI
- Orders are placed quarterly
- Orders must be in writing
- Charged to your ISI ministry account
- For special circumstances, you have the option to omit the “Sharing Christ’s love...” tag
- Contact Rebekah – rmiller@isionline.org
 - Prayer Cards – www.CreativePLUS.com is a good option!

ISI Logos:

- For ISI logos, go to www.isiteam.org (pw: ISJohn316)

Media Releases:

- IMPORTANT: A media release MUST be signed if you are using photos/videos of students.

Please contact Rebekah Miller with questions or concerns. rmiller@isionline.org, 719-576-2700 ext. 136