

## 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.)
- Multi-Factor Authentication – please use the **Microsoft Authenticator App**.
  - What do I do?
    - Step 1: download and install the app (Apple App store and Google Play)
    - Step 2: Add your account to the App and follow the prompts.
    - Step 3: Change the default sign-in method to the Authenticator App
  - Contact [Rebekah](#) if you have any questions or get stuck and we will walk you through it!

### 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 – [www.office.com](http://www.office.com)
  2. Use your mobile device Set it up as EXCHANGE. Server: outlook.office365.com)
  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>

We highly encouraged to more space for your hard drive. Your computer will function better with increased RAM and an increased hard drive.

### Computer Support:

- All team members must have a computer support person, whether paid or volunteer, to help with computer issues.

### Tech Fee:

- Each staff member is charged \$19.95/month for a tech fee.
- For Ministry Reps who are NOT raising funds, they will have “email only”, at no charge.

**Social media:**

- ISI is on Facebook, Instagram, and LinkedIn! (International Students)

**Media Releases:**

- **IMPORTANT:** If you plan to use a photo (or video) of a specific student, or group of students, who will be identified by name, a media release is required.

**Websites:**

- National site – [www.internationalstudents.org](http://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](http://www.isiteam.org) (pw: ISJohn316)
  - Audience: ISI Field Team members only

**To place an order:**

- [orders@isionline.org](mailto: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 and table clothes:**

- To order, contact [orders@isionline.org](mailto:orders@isionline.org)  
[https://internationalstudents.formstack.com/forms/displays\\_order\\_form](https://internationalstudents.formstack.com/forms/displays_order_form)

**ISI Name Badges:**

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

**Stationary:**

- 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](mailto:rmiller@isionline.org)
  - Prayer Cards – [www.CreativePLUS.com](http://www.CreativePLUS.com) is a good option!

**ISI Logos:**

- For ISI logos, go to [www.isiteam.org](http://www.isiteam.org) (pw: ISIJohn316)

Please contact Rebekah Miller with questions or concerns. [rmiller@isionline.org](mailto:rmiller@isionline.org), 719-576-2700 ext. 136