



International Critical Incident Stress Foundation, Inc.

How to Access Your Electronic Course Manual

The screenshot shows the ICISF Course Materials Bookstore website. At the top, the URL icisf.directfrompublisher.com is highlighted in a red box. Below the navigation bar, there is a search bar and a 'WELCOME to the ICISF Course Materials Bookstore' banner. On the left, there are sections for 'TAX EXEMPT CUSTOMERS', 'SUBJECT' (with links for Core Courses, Spiritual Care, Emergency Services, and Schools and Children Crisis), and 'SHOPPING CART'. The main content area features a 'WELCOME TO THE ICISF COURSE MATERIALS BOOKSTORE' message and a list of instructions for placing orders. A red box highlights a specific instruction: 'Are you a course participant who received an authorization code to access their free electronic course manual? Just paste your code in the dedicated field on the left and go through checkout, no charge will be made. If you are experiencing any issues, please check out our "Quick Fix Guide" and/or contact us at materialorders@icisf.org, we will be happy to assist you!'. Below this, there is a 'PASTE CODE' field and a 'Submit' button, both highlighted with a red box and an arrow. The 'FEATURED TITLES' section shows two books: 'Assisting Individuals in Crisis' and 'Group Crisis Intervention', each with options for softcover and eBook formats and a quantity selector.

1. Visit the bookstore website:
<https://icisf.directfrompublisher.com>
2. Copy and paste your authorization code into the dedicated field and click "Submit".
3. The correct eBook will automatically be added to your cart; your subtotal will show \$0.00.
Please note: Only 1 authorization code can be used per order; if you received a 2nd authorization code you need to repeat the same steps separately.
4. Continue through checkout. In the mandatory text field, please enter the course registration number shared by your instructor and/or agency.
Please note: You will be asked to enter your email and billing address. The system needs this information to be able to create a bookstore account for you. This will give you lifetime access to your eBook.
5. You may access your eBook anytime by logging in to your bookstore account and clicking on "My eLibrary".
Please visit our [FAQ page](#) for details about the different eBook formats and needed hardware/software.

If you experience any issues, please review our [Quick Fix Guide](#) and/or contact us via email at materialorders@icisf.org. Please be sure to include your course registration number and authorization code in your email so we can better assist you.