



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, there is a navigation bar with links: Home, About ICISF, Contact Us, FAQ, and a search bar. Below the navigation bar, there is a large banner that says "WELCOME to the ICISF Course Materials Bookstore". To the left of the banner, there is a sidebar with links: TAX EXEMPT CUSTOMERS, SUBJECT (Core Courses (7), Spiritual Care in Crisis Intervention (3), Emergency Services (3), Schools and Children Crisis Response (1)), and SHOPPING CART. The main content area has a heading "WELCOME TO THE ICISF COURSE MATERIALS BOOKSTORE" and a paragraph: "This page is dedicated to our ICISF Approved Instructors and their sponsoring agencies who need to order course materials for their upcoming registered ICISF Crisis Intervention Course. Please review the following information carefully before placing an order:". Below this, there are several bullet points: "You need a valid course registration number to place an order.", "All orders are final, so please review your order carefully before purchasing.", "Our softcovers are printed to order and have a processing time of 3-5 business days BEFORE shipping occurs. Choosing expedited shipping during checkout has NO influence on this processing time.", "If your course is scheduled in less than 14 days we strongly recommend ordering our electronic versions instead of softcovers. Our eBooks and PDFs are available immediately after purchase.", "If you have any questions before or while placing an order, check out our FAQs or contact us at materialorders@icisf.org BEFORE you finish your purchase, we will be happy to assist you." Below the bullet points, there is a red box containing the text: "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!". To the left of this red box, there is a section titled "AUTHORIZATION CODES" with the text: "If an Authorization Code has been provided to you for an eBook download, please enter the code below to download your eBook. Only one code can be entered at a time." Below this text, there is a "Paste Code" button and a "Submit" button. A red arrow points from the "Submit" button to the "Add to cart" button in the product listing below.

icisf.directfrompublisher.com

Home About ICISF Contact Us FAQ SEARCH THIS SITE Search Login Cart

icisf

**WELCOME**  
to the ICISF Course Materials Bookstore

**TAX EXEMPT CUSTOMERS**  
**Attention Tax Exempt Customers:**  
For information on placing tax exempt orders, please visit our [Support Page](#).

**SUBJECT**  
Core Courses (7)  
Spiritual Care in Crisis Intervention (3)  
Emergency Services (3)  
Schools and Children Crisis Response (1)

**SHOPPING CART**  
0 Items Total: \$0.00

**AUTHORIZATION CODES**  
If an Authorization Code has been provided to you for an eBook download, please enter the code below to download your eBook. Only one code can be entered at a time.

**WELCOME TO THE ICISF COURSE MATERIALS BOOKSTORE**  
This page is dedicated to our ICISF Approved Instructors and their sponsoring agencies who need to order course materials for their upcoming registered ICISF Crisis Intervention Course.  
Please review the following information carefully before placing an order:

- You need a valid course registration number to place an order.
- All orders are final, so please review your order carefully before purchasing.
- Our softcovers are printed to order and have a processing time of 3-5 business days BEFORE shipping occurs. Choosing expedited shipping during checkout has NO influence on this processing time.
- If your course is scheduled in less than 14 days we strongly recommend ordering our electronic versions instead of softcovers. Our eBooks and PDFs are available immediately after purchase.
- If you have any questions before or while placing an order, check out our [FAQs](#) or contact us at [materialorders@icisf.org](mailto:materialorders@icisf.org) BEFORE you finish your purchase, we will be happy to assist you.

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](mailto:materialorders@icisf.org), we will be happy to assist you!

**FEATURED TITLES**

**Assisting Individuals in Crisis**  
Author: George S. Everly, Jr., PhD, CCISM  
...  
This is the official course manual for the ICISF Core Course "Assisting Individuals in Crisis". Please have the course registration number for your upcoming course readily available. You will need to provide it during checkout.  
  
Please note: All softcovers are printed to order and have a processing time of 3-5 business days BEFORE shipping occurs. If your course is scheduled in less than two weeks we recommend ordering our eBooks instead.

**BOOK TYPE**  
☒ Softcover Book, \$20.00  
☐ eBook, \$16.00

**QUANTITY**  
1

**Group Crisis Intervention**  
Author: Jeffrey T. Mitchell, PhD, CCISM  
...  
This is the official course manual for the ICISF Core Course "Group Crisis Intervention". Please have the course registration number for

**BOOK TYPE**  
☒ Softcover Book, \$20.00  
☐ eBook, \$16.00

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 2<sup>nd</sup> 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](mailto:materialorders@icisf.org). Please be sure to include your course registration number and authorization code in your email so we can better assist you.