

HONEYWELL INSTANT ALERT FOR SCHOOLS

Please note these three important points:

- 1.) The *School Office* automatically enrolls all school families in the Instant Alert System under the home phone number.
- 2.) *Parents* are responsible for setting up individual family profiles; instructions follow.
- 3.) Since the Instant Alert System is designed to facilitate communication during emergency situations, we respectfully request that parents not panic if you see the school phone number on your caller ID. Please take time to listen to the call or voicemail. If you see the school phone number and immediately call the school office, you will defeat the whole purpose of the system.
- 4.) *Explanation of Alerts*
 - *High Importance* – Situations of an emergency nature, e.g., weather-related closings or delays
 - *School Information* – Non-emergency information, e.g., reminders about dress down days
 - *Transportation* – Non-emergency bus information, e.g., change of schedule for certain buses at dismissal on several days the following week
 - *Activities* – Reminders about special events or changes in future scheduled events
 - *General* – Non-emergency information relating to the school community at large

Setting Up the Family Profile

Parent User Interface

Website URL: <https://instantalert.honeywell.com>

Create your account

(For users new to the system; users enrolled last year simply enter login and password)

1. Go to the Honeywell Instant Alert for Schools website, listed above.
2. Click on “Parent” in the New User box.
3. Complete the student information form. Click “Submit.”
4. Complete the corresponding screen. Click “Submit.”
5. After receiving the Confirmation message, click “Proceed” to get started with Instant Alert.
6. Note: Record your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, click on “My Family.”
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

1. Click on “Alert Setup.”
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on “Save” when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on “Add.”
4. For e-mail, text messaging and pagers you may send yourself a test message. Click on “Send Test Message” to send yourself a message.

View History of Alerts

Click on “Alert History” to view Alerts that have been sent to you. Use the calendar icons and “Alert Type” list to filter the Alerts.

Identify key contacts for your children

1. Click on “Other Contacts.”
2. Click on “Add New Contact” and complete the form.
3. Click on the “Pick Up Rights” check box if you wish to allow this person the right to pick up your child from school. The person’s name will appear on a report for the school.
4. Click on “Save” when complete.
5. If you would like this person to receive Alerts from the school, return to the “Alert Setup” page to configure this person’s alert settings.

For Assistance: InstantAlertHelp@Honeywell.com