

Honeywell Instant Alert for Schools

Parent User Interface

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

Minimum Requirements

IF YOU ARE NEW TO INSTANT ALERT

Register and create your account:

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:** Remember 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.

Check box descriptions are as follows:

High Importance: This category will be used to communicate district-wide emergency information.

School Closing: This category will be used to notify parents of school closings do to inclement weather or unforeseen circumstances such as power outages. This will also be used whenever schools are dismissed early.

Transportation: This category will be used to communicate information regarding late bus pickups or drop offs.

General: This will be used to communicate any other school or divisions related issues such as attendance, meeting notices, etc.

Click on "Save" when complete.

Please be aware that initially you will receive only high importance or school closing messages. Once we have completed the initial communication setup, the division plans to expand the use of the Instant Alert system. You may change your preferences as many times as you desire just returning to the website and making any changes or additions to your setup.

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 "Sent Test Message" to send yourself a message.
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IF YOU ALREADY HAVE AN INSTANT ALERT LOGIN AND PASSWORD

You may log in at any time to update telephone and contact information. Once you have successfully logged in, follow the directions listed above.

Additional Functions

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 "Save" when complete.
4. 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.