

Honeywell Instant Alert® for Schools

Parent User Interface

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

Minimum Requirements

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. 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. Click on 'Save' when complete. (IA is preset to have all categories checked to be delivered to the parent devices)**
 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.
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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 the 'Pick Up Rights' check box if you wish to allow this person the right to pick up your child from school. This 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.
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***NOTE: It is the responsibility of the parent to keep their account updated and to select what level of alerts they would like to receive.**

For Assistance: <https://instantalert.honeywell.com>

Click on the **Help Request** link in the lower right hand side of the page
Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.

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Instant Alert Categories

High Importance

- School Closings/Delays/Early Dismissal
- Emergency/Crisis
- Any issue involving school/student safety
- Absentee notifications

School Information

- Reminders of or any change to school calendar activities (concerts, special evening or after school activities such as Science Night, Reading night, Spirit Parade, etc.)
- Reminders about Back to School Nights, report cards, conferences, assemblies, BOE/budget meetings, etc.
- Information about the district that is not of high importance

Transportation

- Bus Accidents/Delays/Schedule changes NOTE: depending on the situation, notifications of bus accidents may be sent under High Importance

Activities

- Club/Sports activities; cancellations and/or changes in meetings or practice schedules
- To be used by coaches/advisors at the discretion of the principal for notifications to specific groups (club members, team members, etc.)

General

- Reminders about fundraisers, book fairs, PTA activities, EDP information/reminders, etc.

***NOTE: It is the responsibility of the parent to keep their account updated with current information and to select what level of alerts they would like to receive on their devices.**