

Honeywell Instant Alert for Schools Parent Help Sheet

Click here to go directly to login: <http://instantalert.honeywell.com>

FIRST TIME USERS Start Here:

RETURN USERS skip to page 2

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:** Write down your Login Name and Password. *The school will not be able to look up your login name and password, that information is kept secure by Honeywell.*

Honeywell
Instant Alert® for Schools

Schedules change. Buses run late. Emergencies occur.

With Honeywell Instant Alert, schools can let parents know more quickly and conveniently.

No need to rely on the media, the grapevine or the faint hope that students will remember there's an important filler in their backpack. Instant Alert brings the news directly to parents and they can decide how and where they receive messages.

E-mail. Cell phones. PDAs. They're all options.
So log in and stay informed, in an instant.

User Login

User Name:

Password:

LOGIN [Forgot Password](#)

New User? Sign up now!

[Parent](#) | [School Staff](#)

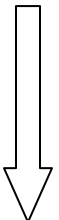
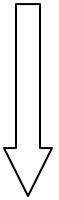
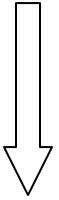
Note: If you are both a parent and a school staff member, you may click on either link.

HELPFUL HINTS:

- > Passwords are case sensitive.
- > If you forgot your password, please enter your User Name and click 'Forgot Password' link located above.
- > If you are having difficulties, please request assistance by clicking on the following: [Help Request](#)
- > This site is best viewed with:
Minimum screen resolution of 800x600
Windows PC: IE Browser Version 6 & above
Macintosh PC: Safari Browser Version 1.2 & above.

Notice:
Instant Alert for Schools may not be available from midnight to 3:00 a.m. CST due to maintenance. Also a special scheduled maintenance period of up to 48 hours may be performed twice a year. We will announce this event in advance either on this site or via text message.

Terms & Conditions | Privacy Statement | © Honeywell International 2007 - Patent Pending



RETURNING USERS: View and check details about yourself and your family members

1. Go to <http://instantalert.honeywell.com> and log in.
2. Upon successful login, click on the tab '**MY FAMILY**.'
3. Click on a parent name to view and edit parent details.
4. Click on a student name to view details about your children enrolled in this school.

Honeywell [Change Password](#) | [Help](#) | [Logout](#)

Instant Alert® for Schools

Welcome Allan Hale & Eileen Hale

[MY FAMILY](#) | [ALERT SETUP](#) | [ALERT HISTORY](#) | [OTHER CONTACTS](#)

↑

History of Alerts

Filter

View Alerts Sent to Me From: To: Alert Type:

[VIEW ALERTS](#)

1 - 8 of 8 No. of Alerts per page

Dates	Type	Alert Description
X 12/12/2007	High Importance	We have a two hour delay today Dec. 12, 2007.
X 12/12/2007	School Closings	Inclement weather delay
X 12/03/2007	High Importance	No School Today
X 12/03/2007	School Closings	Inclement weather closing
X 11/20/2007	High Importance	Happy Thanksgiving Test
X 11/20/2007	High Importance	Staff Test Message
X 10/01/2007	High Importance	This is a test.
X 04/17/2006	General	Welcome to Instant Alert!

Terms & Conditions | Privacy Statement | © Honeywell International 2007 - Patent Pending

FOR NEW AND RETURNING USERS:

Directions for configuring the messages you want to receive and the devices you want to use:

1. Click on the tab **'ALERT SETUP.'**
2. Click on the alert type boxes to select which alert category you would like to have sent to a particular device. Click on **'Save'** when complete. Be sure **'High Importance'** is checked for at least one device type.
See box to right for description of how we will use the different alert categories.
3. To add people or additional devices, choose ***Add New Device**, and choose ***Select Name** and **Device Details** to whom the device belongs and click on **'ADD.'** Then repeat step two.
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.

NOTE: If you don't want to be notified of School Closings then don't select School Closings for a particular device.

Honeywell Change Password | Help | Logout

Instant Alert® for Schools

Welcome Allan Hale & Eileen Hale

MY FAMILY | **ALERT SETUP** | ALERT HISTORY | OTHER CONTACTS

Alert Setup *Mandatory Fields

*Add New Device: Select *Device Details:

*Select Name: Select

Note: Please select which alert types you would like to receive on with contact device.

Allan Hale						
Devices	All	High Importance Closings	School	Transportation	Activities	General
X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X <input type="checkbox"/> (603)279-6054	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Eileen Hale						
Devices	All	High Importance Closings	School	Transportation	Activities	General
X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X <input type="checkbox"/> (603)279-6054	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Terms & Conditions | Privacy Statement | © Honeywell International 2007 - Patent Pending

PICK YOUR CATEGORIES!

High Importance:

*You will only receive:
Early Release from school, and critical incident/emergency messages.

School Closings:

*You will only receive
No School or Delayed Opening messages.
Note: These alerts will typically go out between 5:00 a.m. and 6:00 a.m.

Transportation:

*You will only receive
bus information regarding delays or emergencies. These alerts will be targeted to specific bus routes as needed.

Activities:

*You will only receive
last minute schedule changes or issues relative to sports teams and club activities.

General:

This category will not be used at this time.

Additional Functions:

View History of Alerts

Click on tab '**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.

For Assistance: InstantAlertHelp@Honeywell.com