Dear Parents/Guardians:

Keeping parents informed and involved helps to assure student safety and improve student success. With today’s on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school has implemented a new system called Instant Alert for Schools.

*Instant Alert* is a tool for notification and communication. It is our intent to use Instant Alert to notify you of emergency situations, school cancellations, delayed openings, and/or unexpected early dismissals. Instant Alert can deliver messages to students, parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. It can notify one of your devices or all of your devices…you choose!

Instant Alert is Internet based, allowing each family to maintain a secure, password protected on-line profile. Included with this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your on-line profile will enable you to:

1. Input your personal contact information.
2. Select which type of school information you would like to receive on each of your contact devices.
3. Add contact information of other caretakers of your children, such as a grandparent or neighbor.

The system is ready for you to use at [https://instantalert.honeywell.com](https://instantalert.honeywell.com). Many of you have already signed up and have created your family profile. Feel free to log in and make sure all of your information is still correct.

We encourage all of you to take advantage of this opportunity, as we will be utilizing this system to communicate important information at various times throughout the year. The default settings in the system were home phone numbers set to receive only messages labeled “High Importance”... messages about critical incidents, sending students home early due to an unanticipated school closing and other emergencies.

If you did not change your settings last year, you will automatically receive “High Importance” messages. You don’t need to log on or do anything to receive these types of messages! However, to receive other types of messages, such as delayed openings or no school announcements, you will need to login to [https://instantalert.honeywell.com](https://instantalert.honeywell.com) and follow the attached instructions.

If you need assistance with your profile, please use the ‘Help Request’ link found on the Instant Alert web site, or contact the school at 279-6162. If you do not have access to a computer, please feel free to come to the school to use our facilities and receive help from our technology staff. If you have questions, please do not hesitate to contact me at the school (279-6162).

Sincerely,

Patricia Kennelly
Principal
Honeywell Instant Alert for Schools
Parent Help Sheet

Website URL: https://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. 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 blind hope that students will remember
there is an important issue in their backpack. Instant Alert brings the news directly to parents
and they can decide when and where they receive messages.
E-mail, Cell phones, PDA's. They're all options.
So log in and stay informed, in an instant.

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 forget 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’ link.
- This site is tested using the latest versions of Internet Explorer, Firefox, and Safari.

Notice:
Instant Alert for Schools may not be available from midnight to 2:00 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 the site or via text message.

Terms & Conditions (Privacy Statement) © Honeywell International 2017 - Revised February
RETURNING USERS: View and check details about yourself and your family members

1. Go to https://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.
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.

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