

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 flier 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.



Notice:

Honeywell Instant Alert for Schools may not be available from 11:00pm central on August 13 to 1:00am central on August 14 due to a system update. During this time you may experience temporary system delays and access issues.

User Login

User Name:

Password:

[Forgot User Name / 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, Firefox Browser Version 3.0 & above*
Macintosh PC: *Safari Browser Version 1.2 & above, Firefox Browser Version 3.0 & above*



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Authentication

*Mandatory Fields

*State/Province:

*District:

Note: Please enter the following information about any of your children enrolled in this School District or Private School.

*First Name:

*Last Name:

Date of Birth: mm/dd/yyyy

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 Choose Role | Change Password | Help | Logout

Instant Alert[®] for Schools

Welcome Katie Gervais

MY FAMILY | ALERT SETUP | ALERT HISTORY | OTHER CONTACTS

Parent Profiles

Note: Click parent name to edit parent profile or student name to view student profile.

Parent	Student	Custody Rights
Katie Gervais	Samantha Gervais	
	Gabrielle Gervais	
	Lucas Gervais	

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.
3. Choose which times you would like to receive the alert. The alert can be postponed until the desired timeframe you select. Click on **'Save'** when complete.
4. 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 steps two and three.
5. 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 Choose Role | Change Password | Help | Logou

Instant Alert® for Schools

Welcome Katie Gervais

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

Alert Setup *Mandatory Fields

*Add New Device: *Device Details:

*Select Name: **ADD**

Note: Please select which alert types you want to receive on which contact device.

Note: Select the time of day you would like to allow calls to your phones. For example, if you select 8:00am as a start time and 5:00pm as an end time for your work phone, it will only receive alerts during those hours. If you want a phone to be able to receive alerts 24 hours a day, select Midnight for both the start and end times. If you do not want a phone to receive alerts at all on either weekdays or weekends, un-check the box in the appropriate column.

Note: If you would like to remove a device that does not have an 'X' by it, please go to the My Family tab, click on your name, and remove the device.

Katie Gervais

Devices	All	School Closing	High Importance	Transportation	Activities	General	Weekdays		Weekends	
							Calls Start	Calls End	Calls Start	Calls End
<input type="checkbox"/> (507)555-5555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Midnight	<input type="checkbox"/> Midnight	<input checked="" type="checkbox"/> Midnight	<input type="checkbox"/> Midnight
<input checked="" type="checkbox"/> (507)555-5551	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Midnight	<input type="checkbox"/> Midnight	<input checked="" type="checkbox"/> Midnight	<input type="checkbox"/> Midnight
<input checked="" type="checkbox"/> email@someaddress.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/> 507555551@message.aitel.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Robert Gervais

Devices	All	School Closing	High Importance	Transportation	Activities	General	Weekdays		Weekends	
							Calls Start	Calls End	Calls Start	Calls End
<input type="checkbox"/> (507)555-5555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Midnight	<input type="checkbox"/> Midnight	<input checked="" type="checkbox"/> Midnight	<input type="checkbox"/> Midnight
<input type="checkbox"/> (507)555-5552	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Midnight	<input type="checkbox"/> Midnight	<input checked="" type="checkbox"/> Midnight	<input type="checkbox"/> Midnight
<input type="checkbox"/> email@someaddress.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<input type="checkbox"/> 507555552@vtext.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Sammie Gervais

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