

# 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.*

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.

**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 <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.

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

[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 all of your devices.
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.

**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

**ADD**

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

Allan Hale	
Devices	All High Importance School Closings Transportation Activities General
X <input type="checkbox"/> <input type="text"/>	<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 type="checkbox"/>
X <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
X <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Eileen Hale	
Devices	All High Importance School Closings Transportation Activities General
X <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
X <input type="checkbox"/> <input type="text"/>	<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 type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
X <input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**SEND TEST MESSAGE** **SAVE** **RESET**

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

## **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](mailto:InstantAlertHelp@Honeywell.com)**