

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, you could instead click on 'School Staff' in the New User box.
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.
 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. You are also able to set the days and times you would like your phones to receive alerts. For example, if you want your work phone to receive alerts only during the workdays, you could set the weekday start time to 8:00am and the weekday end time to 5:00pm and then uncheck the weekend box. Or, if you did not want your cell phone to receive alerts while you were sleeping, you could set the weekday start time to 6:00am and the weekday end time to 10:00pm and the weekend start time to 8:00am and the weekend end time to 11:00pm. You have the flexibility and control to set up your phones in many different ways.
 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.
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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.

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.



Check your Honeywell Settings!

Honeywell is used for a wide variety of school broadcast messages, from High Importance messages such as emergency school closings, to reminders about after-school activities and fundraisers. By registering for Honeywell, you can customize your settings so that you can receive an e-mail, phone call, and/or text message for each type of alert based on the needs of you and your family. Consider the examples and recommendations listed below when customizing your settings.

High Importance

EX: Attendance Discrepancies, Snow Days, Busing Info, Start of School Letter

RECOMMENDED: Phone Call to ALL important phone numbers
And Text Message to ALL important cell phone numbers
And Email

School Information

EX: Chromebook Insurance Information, Spartan Club Meeting Postponed, Yearbook Ads

RECOMMENDED: Phone Call OR Text Message to most frequently checked phone numbers
And Email

Transportation

EX: Emergency Bus Cancellation

RECOMMENDED: Phone Call to most frequently checked phone numbers
And Text Message to most frequently checked cell phone numbers
And Email

Activities

EX: Senior pictures, Alumni Parents Graduation Invitation, Parking Lottery

RECOMMENDED: Phone Call OR Text Message to one important phone number
And Email

General

EX: Grandparent's Mass, SAT Review Class Advertisement, Wine Tasting Fundraiser

RECOMMENDED: Text Message
And Email

Email Override

EX: Important Multipage Letters, Water Bottle Policy, Back to School Night, Garage Sale

RECOMMENDED: You will only receive these messages if you have an up-to-date email address registered in Honeywell. Please register and make sure at least one valid email address exists on the account.