

Dear Parents,

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 decided to implement a new system called Honeywell Instant Alert® for Schools.

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Included in 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 online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Add contact information of other caretakers of your children, such as a grandparent or neighbor
- View the alerts that have been sent to you in the past

The system will be ready for you to use at <https://instantalert.honeywell.com> on **[insert date]**. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for most of our school-to-home communication.

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right hand side of the page, or contact the school at **[insert phone number]**. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. If you do not have access to a computer, please feel free to come to the school to use our facilities. We hope you enjoy this new service!

Sincerely,

Mrs. Kit White

Honeywell Instant Alert® for Schools

Staff User Interface

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements

Log in and update your account

1. Go to the Honeywell Instant Alert for Schools website, listed above.
2. Click 'School Staff' in the New User box and complete the registration screens.
3. If you want to complete your Personal Profile, select 'Staff' unless you are also a parent, then select 'Parent.'

View and check details about yourself

1. Upon successful login, click on 'My Profile.'
2. Click on your name to view and edit details about yourself.

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. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

Future log in attempts

1. Go to the Honeywell Instant Alert for Schools website, listed above.
 2. Log in using your User Name and Password selected during registration.
 3. If you want to edit your Personal Profile, select 'Staff.' If you are also a parent, then select 'Parent.'
 4. If you are a Group Administrator and want to send communication Alerts, select 'Group Admin.'
- Note:* The school must designate you as a Group Admin in order for you to have this capability.
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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.