

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, 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. 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.

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.
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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.



Clinton Public School

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Dear Parents/Guardians,

Keeping our families immediately informed helps to assure student safety and improve communication. This is why Clinton Public School utilizes Honeywell Instant Alert for Schools.

Within minutes of an emergency, school officials can deliver a single, clear message providing you with information. Honeywell will be used to notify you of a school closing due to inclement weather. It is an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes. Weekly happenings will be sent out using our email portion of the Honeywell system, please be sure to add your email address if you would like to receive these notifications.

Instant Alert is internet based, allowing each family to maintain a secure, password protected online 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 (phone, email, text message)
- 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

Please know that the Honeywell Instant Alert System will not share any of your information. This is an effective way for Clinton Public School to quickly communicate with you regarding emergencies, events and school closings.

Honeywell is ready for you to start using at <https://instantalert.honeywell.com>. Please see the reverse side for step by step instructions about setting up or maintaining your profile.

Sincerely,

Dr. Seth Cohen
Superintendent/Principal