

# Honeywell Instant Alert™ for Schools Staff User Interface

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

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## Minimum Requirements

### Log in and update your account

1. Go to the Honeywell Instant Alert for Schools website, listed above.
2. Log in using the Login Name and Password given to you by your school. Or, if you are a brand new staff member at this school, click 'School Staff' in the New User box and complete the registration screens.
3. If you want to complete your Personal Profile, select 'Staff.'
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.
5. Note: Remember your Login Name and Password so you may use it to update your profile.

### 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.
3. Change Your Password

### 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.

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*For Assistance: Check with your building principal or secretary who has received training OR contact Gregg Elchert.*

## **Types of messages that will appear in each category.**

### **School Closing**

Closing of all Schools due to inclement weather or other causes  
Closing of a single building or buildings due to inclement weather or other causes  
2 Hour Delay due to inclement weather or other causes

### **High Importance**

Emergency Messages during the school day such as lockdowns, bomb threats, and other incidents that are of immediate concern to parents and guardians. Messages in this category would include appropriate instructions for parents about where they should go to pick up students or where and when further information will be available.

Messages outside of the school day about incidents such as a death of a staff member or death of a student.

### **Transportation**

Messages that deal specifically with issues about school transportation, bussing, and getting students to and from school, dropping off and/or picking up students at school.

### **Activities**

Messages involving school activities that would include but are not limited to items such as: athletic practices, games or contests; school dances, school club news; drama practices and events, musical concerts and practices, and trips; school open houses.

### **General**

All other messages that would include but are not limited to items such as: reminders about field trips, due dates for fundraising money, school picture announcements, reminders about school

fees, messages that are currently sent home with the student on a sheet of paper, reminders about parent-teacher conferences, notice of when progress reports or grade cards are being sent home with students.