

# Honeywell Instant Alert® for Schools

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Welcome to Honeywell Instant Alert for Schools! We think you will find Instant Alert to be a valuable tool in receiving important information about your children. The following directions will allow you to update your contact devices and set your alert preferences.

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

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## Minimum Requirements

### 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. If you are also a staff member in the school, you could also click on 'School Staff' 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, review the students associated with your profile. If a student is missing, click the link to add the student. When all students are listed correctly, click 'Proceed' to get started with Instant Alert. If you are unable to find all of your students, please click on the Help Request link on the homepage after completing your registration.
6. *Note:* Remember your Login Name and Password so you may use it to update your profile. Updates made to your contact information in Instant Alert will not update the school's student information system.

### 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. Please note that we do not hold alerts in queue for you until your call scheduling time starts – if the school sends an alert at 7:00am and your phone is set to start receiving alerts at 8:00am you will not receive the alert.
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.

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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.