

How to Register with Honeywell Instant Alert—Staff Members

1. Go to the Honeywell site: <https://instantalert.honeywell.com/>
2. Select the School Staff link below the login box.

The screenshot shows the Honeywell Instant Alert for Schools website in a Microsoft Internet Explorer browser window. The address bar shows the URL <https://instantalert.honeywell.com/>. The page features the Honeywell logo and the title "Instant Alert® for Schools". A banner image shows a yellow school bus. The main content area includes a navigation menu with "Parent" and "School Staff" links. A "User Login" section contains input fields for "User Name" and "Password", a "Forgot User Name / Password" link, and a "LOGIN" button. Below the login section is a "New User? Sign up now!" section with "Parent" and "School Staff" links. A "Notice" section states that the service may be unavailable from midnight to 3:00 a.m. CST due to maintenance. A "HELPFUL HINTS" section provides instructions on password sensitivity, password recovery, and browser requirements. A "VeriSign Secured" logo is visible in the bottom right corner. The footer contains links for "Terms & Conditions" and "Privacy Statement", and a copyright notice for Honeywell International 2009.

Instant Alert Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://instantalert.honeywell.com/> Go Links

Honeywell

Instant Alert® for Schools

Schedules change. Buses run late. Emergencies occur.

With Honeywell Instant Alert, schools can let parents know more quickly and conveniently.

No need to rely on the media, the grapevine or the faint hope that students will remember there's an important flier in their backpack. InstantAlert brings the news directly to parents and they can decide how and where they receive messages.

E-mail. Cell phones. PDAs. They're all options. So log in and stay informed, in an instant.

User Login

User Name:

Password:

[Forgot User Name / Password](#) **LOGIN**

New User? Sign up now!

[Parent](#) | [School Staff](#)

Note: If you are both a parent and a school staff member, you may click on either link.

HELPFUL HINTS:

- > Passwords are case sensitive.
- > If you forgot your password, please enter your User Name and click 'Forgot Password' link located above.
- > If you are having difficulties, please request assistance by clicking on the following: [Help Request](#)
- > This site is best viewed with:
Minimum screen resolution of 800x600
Windows PC: *IE Browser Version 6 & above, Firefox Browser Version 3.0 & above*
Macintosh PC: *Safari Browser Version 1.2 & above, Firefox Browser Version 3.0 & above*

Notice:
Honeywell Instant Alert for Schools may not be available from midnight to 3:00 a.m. CST due to maintenance. Also a special scheduled maintenance period of up to 48 hours may be performed twice a year. We will announce this event in advance either on this site or via text message.

VeriSign Secured

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Done Internet

3. Select the correct State and District info from the drop-down boxes, then enter first and last name. If you receive a "Profile not found" error, please call the Tech Office at ext. 5844 for further instructions.

StaffAuthentication - Microsoft Internet Explorer

Address <https://instantalert.honeywell.com/StaffAuthentication.aspx>

Honeywell

Instant Alert[®] for Schools

Authentication *Mandatory Fields

*State/Province: *District:

*First Name: *Last Name:

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Done Internet

4. Make up a User Name and Password, then select a secret question and provide the answer. The Login Info screen will ask for an email address. Click SUBMIT when finished.

Honeywell
Instant Alert® for Schools

Login Info *Mandatory Fields

*Choose a User Name: *Secret Question:

*Choose a Password: *Answer for Secret Question:

Note: Your password must be at least seven characters long.

*Re-enter Password: Email Address:
Example: emailid@domain.ext

Note: Remember your User ID and Password for future use to log in to your account.
Secret Question and Answer will be used when you forget your password.

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5. The next screen will be a confirmation screen, and then you should see your name listed on the Staff Profile page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Staff Profile' page for the Honeywell Instant Alert for Schools system. The browser's address bar shows the URL: https://instantalert.honeywell.com/Parent/AccountDetails_PFS.aspx. The page header includes the Honeywell logo and the text 'Instant Alert® for Schools'. A navigation menu contains links for 'MY PROFILE', 'ALERT SETUP', and 'ALERT HISTORY'. The main content area is titled 'Staff Profile' and includes a note: 'Note: Click Staff name to edit Staff Profile'. Below this, the name 'Rich Gherardi' is listed under the 'Staff' section. The footer contains links for 'Terms & Conditions' and 'Privacy Statement', along with copyright information: '© Honeywell International 2009 - Protected by US Patent 7,391,314'. The browser's taskbar at the bottom shows the Internet Explorer icon and the text 'Internet'.

6. Clicking your name allows you to edit your profile—providing basic contact information. Click SAVE when finished.

Edit Staff Profile - Microsoft Internet Explorer

Address: https://instantalert.honeywell.com/Parent/AccountDetails_PF.aspx?id=+z06IEOzt+Q=&Name=h+cbvuJf3QeHj8cF5fdPWA==

Honeywell Instant Alert® for Schools

Welcome Rich Gherardi

MY PROFILE | ALERT SETUP | ALERT HISTORY

Edit Staff Profile *Mandatory Fields

*First Name: *Last Name:

Contact Details

*Telephone (Home): () - Telephone (Work): () - x

Mobile Phone: () - @

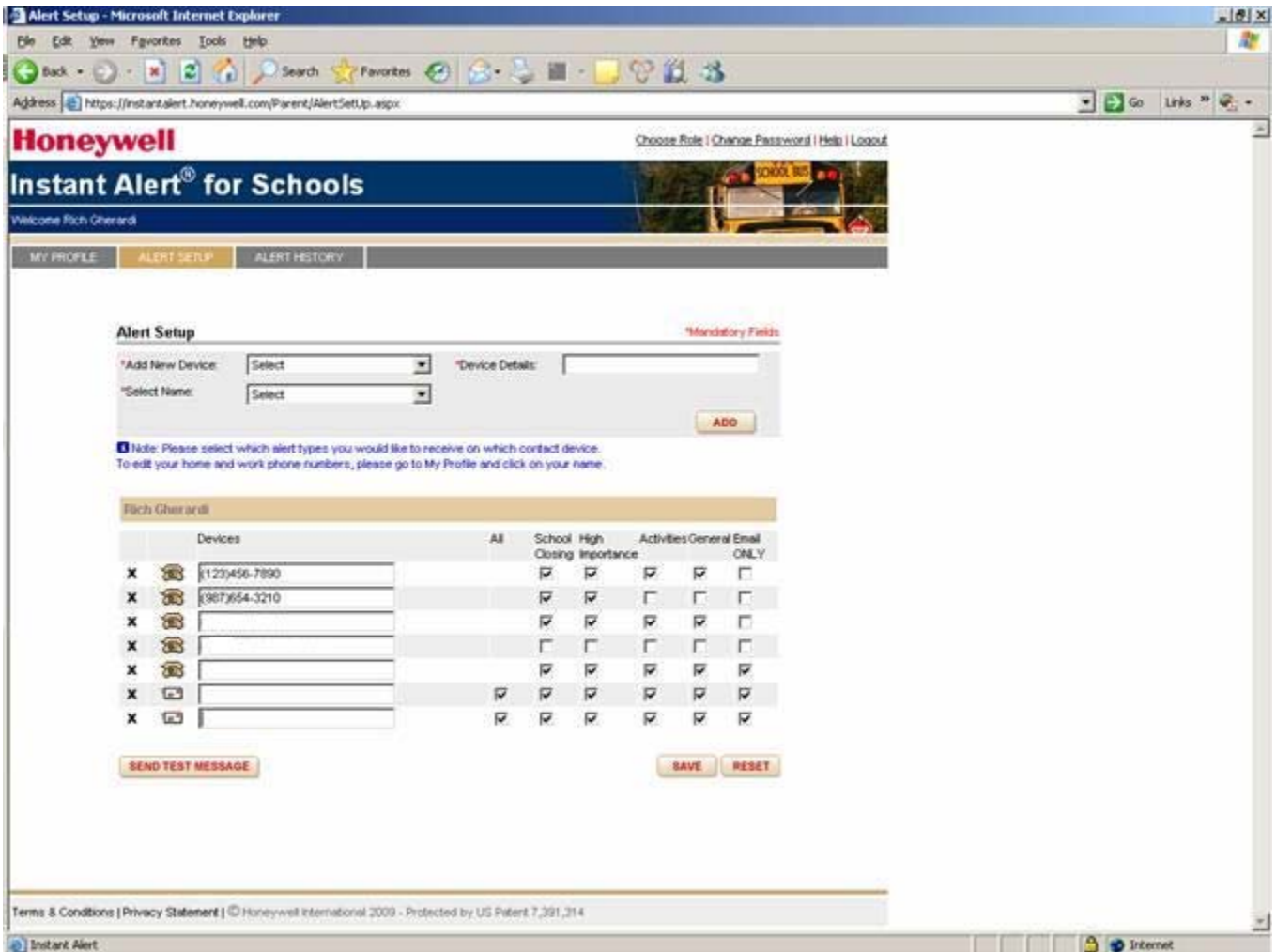
Note: If you select your provider, you will be able to receive text messages from Instant Alert on your cell phone.

Email Address: Example: emailid@domain.ext Pager Address: Example: 6125550000@domain.ext

*Preferred Language:

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7. Clicking Alert Setup will allow you to add new phone numbers, new email addresses, etc.



8. Also on the Alert Setup screen, you will see the 5 contact severity levels—School Closing, High Importance, Activities, General, and Email ONLY. Select which devices should be contacted at each level, then click SAVE at the bottom of the page.