

# Honeywell Instant Alert® for Schools

## Parent User Instructions

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

### Register and create your account

1. Go to the *Honeywell Instant Alert for Schools* website <https://instantalert.honeywell.com>.
2. Click on *Parent* in the **New User** box.
3. Select *NJ* and *Resurrection Catholic School* in the drop down boxes as indicated
4. Enter the name and birthday of any of your children. 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 the 'Pick Up Rights' check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
4. Click on 'Save' when complete.
5. 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.