Honeywell Instant Alert

SETUP INSTRUCTIONS FOR PARENTS

FOR CURRENT PARENTS:

If you already registered with the Honeywell Instant Alert system and want to check or update your profile, please do the following:

1. Log onto the Honeywell Instant Alert Web site: https://instantalert.honeywell.com

2. Fill in your user name and password from your previous registration.

3. Click Login.

4. You will be brought to a page showing My Family, Alert Setup, Alert History, Other Contacts.

5. Under Alert Setup you will be able to edit contact numbers in case any have changed since last year.

6. Be sure to SAVE any and all changes you make.

7. Under Alert Setup, be sure the correct alert level is chosen for each type of message.

8. Identify another person to receive alerts from the school. You may add a new contact to receive information, but do not use the field marked "Pick Up Rights". Pickup information stored in Honeywell is not used/seen by the school. That information is located on the emergency form in the school office.

You may not feel the need to add or edit any contact numbers, but the above instructions give you the option of double-checking the information you currently have listed.

<u>FOR NEW PARENTS</u>:

1. Log onto the Honeywell Instant Alert Web site:
https://instantalert.honeywell.com

2. Click on Parent in the New User SECTION Sign Up Now! box. Please note that parents who live together share the same account.

3. Select Connecticut from the State/Province drop-down list and pick Woodbridge School District - CT from the District drop-down menu.

4. Complete the student information form (name of one child and his/her birthday). The system is preloaded with the basic contact information you have provided us. If you have more than one child at the School, entering data for any of your children will let you gain access.

5. Click Submit.

6. Complete the screen for Login Info. Click submit. After receiving confirmation message, click Proceed.

Remember your login name and password so you may use it to update your profile. If you forget or misplace it, you must contact Honeywell (InstantAlertHelp@honeywell.com).

YOU CAN VIEW AND CHECK DETAILS ABOUT YOURSELF AND YOUR FAMILY MEMBERS

1. Upon successful login, click on the "My Family" TAB (upper screen).

2. Click on a parent name to view and edit parent details.

3. Click on a student name to view details about your child(ren) enrolled in the School.

IMPORTANT: CHOOSE YOUR ALERT SETTINGS

1. Click on Alert Setup TAB (top of page).

2. Click on the check boxes to select which alert type you would like to have sent to which device (phone, e-mail, PDA) and enter the device details. Select the appropriate level after each device. Click Save when complete.

Please note that you are not able to enter extensions at your work – only the main number. Thus your cell phone number, text message or beeper alert will be a better option for you if your workplace has a main number with extensions.

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.

3. For e-mail, text messaging and pagers, you may send yourself a test message. Click on Send Test Message to send yourself a message. Note that these messages will arrive in your inbox from Honeywell and NOT from Beecher Road School.

YOU CAN ALSO:

•View a History of Alerts: (if you are a new user, you will not see any listed)

•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 another person to receive alerts from the school. You may add a new contact to receive information, but do not use the field marked "Pick Up Rights". Pickup information stored in Honeywell is not used/seen by the school. That information is located on the emergency form in the school office.

When Done – Click on LOG OUT (upper right).

For assistance with the Instant Alert system, contact: InstantAlertHelp@Honeywell.com.