

Honeywell Instant Alert Connects Parents & Schools

Dear Parents,

Student safety is assured when parents are **informed** and **involved**. This kind of family support also translates into student success in the classroom.

With our on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why the public school districts throughout Monroe County have chosen to implement a new system called **Honeywell Instant Alert® for Schools**, beginning **February 1, 2009**.

Instant Alert for Schools is an essential tool that facilitates communication with parents and immediate notification of events that parents need to know. Within minutes of an emergency, school officials can use **Instant Alert** to deliver a single, clear message to students' parents/guardians by telephone, cell phone, e-mail, pager or PDA in any combination. **Instant Alert** is also an effective way to notify parents of school closings due to inclement weather or facility problems.

Instant Alert can also be used to inform parents about everyday activities, including event times and locations as well as any schedule changes.

Instant Alert is Internet-based which allows each family to maintain a secure, password-protected on-line profile. See the instructions in this bulletin for how to access the system and create your family's profile. **Please log-in prior to January 26 and verify that your personal information is correct. Make corrections, if necessary. A test of the system will take place during the last week of January.**

Maintaining the accuracy of your profile will increase the ability of your school district to keep you informed.

Your on-line profile will enable you to:

- Input your personal contact information
- Select which type of school information you wish to receive on each of your contact devices
- Add contact information of other caretakers of your children, such as a grandparent or neighbor
- View the alerts that have been sent to you in the past

We encourage all parents to take advantage of this opportunity. We plan to utilize this system for much of our school-to-home communication.

If you need help establishing your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right-hand side of the page, or contact your school district. Be sure to set your e-mail spam filter to receive e-mail from **Honeywell.com**. Arrangements can be made with your school district to assist you if you do not have access to a computer at home. We hope you enjoy and utilize this new service!

Instructions for PARENT USER INTERFACE

Website URL:

<https://instantalert.honeywell.com>

Minimum Requirements

• 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. Choose "State/Province: Michigan".
3. Choose "District: [enter Name of Your District]".
4. Enter the First Name and Last Name for one of your children in that school district.
5. Enter that student's date of birth (for example: 01/01/2001).
6. Fill out all required fields to create your Log-in Name and Password for the system.
7. After receiving the Confirmation message, click "Proceed" to get started with **Instant Alert**.
8. **NOTE:** Remember your Log-in Name and Password so you can use it to update your profile.

• View and check details about yourself and your family members

1. Upon successful log-in, 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.

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**

Honeywell Instant Alert for Schools® will not sell, rent, loan, trade, or lease any personal information of its members, the children for whom they have responsibility, or others listed as contacts in the system. Honeywell will use the utmost care in protecting the privacy and security of your information.