

Honeywell Instant Alert™ for Schools

Staff User Interface

Quick Reference

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

Minimum Requirements

Log in and update your account

1. Go to the Honeywell Instant Alert for Schools website, listed above.
2. Log in using the Login Name and Password given to you by your school. Or, if you are a brand new staff member at this school, click 'School Staff' in the New User box and complete the registration screens.
3. If you want to complete your Personal Profile, select 'Staff.'
4. If you are a Group Administrator and want to send communication Alerts, select 'Group Admin.'
Note: The school must designate you as a Group Admin in order for you to have this capability.
5. *Note:* Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself

1. Upon successful login, click on 'My Profile.'
2. Click on your name to view and edit details about yourself.

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.
-

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.

For Assistance: InstantAlertHelp@Honeywell.com