

# Honeywell Instant Alert® for Schools

## Parent User Interface

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

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### Step 1: Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. Complete Authentication Screen: Be careful to select St. Ann School – **Lawrenceville.**  
You only need to enter info on one child to continue. Click 'Submit.'
3. Complete the Login Info Screen. Click 'Submit.'
4. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
5. **Note:** You must remember your Login Name and Password to access your account.

### Step 2: View and check details about your family

(if any information is incorrect, please contact the Main Office at 609-882-8077)

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.

### Step 3: 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.  
Remember, 'School Closing' and 'High Importance' should be given the highest priority when choosing your options. Click on 'Save' when complete.
3. If you would like to add another contact device, go to 'Add new device' at top of page, 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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## Important Notes

1. Please remember to indicate which type of messages you would like to be sent to which contact.
  2. Any message related to school closings, early dismissal, late buses, or any other emergency at school will be classified as "High Importance." Messages related to PTA business or other non-urgent messages will only be classified as "General."
  3. Although Honeywell gives you the option to indicate the time you would like to receive messages, please do not change the time under "calls start" or "calls end." It is best to leave those choices on the default of midnight. Changing the time options may prevent you from receiving an urgent notice from the school since those calls could come at any time of day.
  4. Remember, you may add as many devices as you would like.
  5. Any questions, please contact the front office at 609-882-8077.
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**For Assistance:** <https://instantalert.honeywell.com>

Click on the **Help Request** link in the upper right hand side of the page

Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.