Honeywell Instant Alert® for Schools
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 listed above.
2. If you are not a staff member in the school, click on ‘Parent’ in the New User box.
3. If you are a staff member in the school, click on ‘School Staff’ in the New User box.
4. Complete the student information form. Click ‘Submit.’
5. If the system does not recognize your child, please try 05/05/05 as the date of birth.
6. Complete the corresponding screen. Click ‘Submit.’
7. After receiving the Confirmation message, click ‘Proceed’ to get started with Instant Alert.
8. 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.

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 ‘Save’ when complete.
4. 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.

For assistance, go to: https://instantalert.honeywell.com and click on the Help Request link or e-mail hvolosin@hopkins.edu.

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 our members, the children for whom they have responsibility, or others listed as contacts in the system. We will use the utmost care in protecting the privacy and security of your information.