

Honeywell Instant Alert® for Schools

Parent User Interface – Chicagoland Jewish High School

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. In the New User Box, click on “Parent”

The screenshot shows two sections. The top section is titled "User Login" and contains fields for "User Name:" and "Password:", a "LOGIN" button, and a "Forgot Password" link. The bottom section is titled "New User? Sign up now!" and contains two buttons: "Parent" and "School Staff". A note below these buttons states: "Note: If you are both a parent and a school staff member, you may click on either link." An arrow points from the "Parent" button to the "New User?" text.

3. Complete the information. Select **Chicagoland Jewish High School** in District list. Click ‘Submit.’

The screenshot shows the "Authentication" registration form. It includes a red asterisk and the text "*Mandatory Fields". The form contains the following fields: "*State/Province:" with a dropdown menu, "*District:" with a dropdown menu, a blue information icon and note: "Note: Please enter the following information about any of your children enrolled in this School District or Private School.", "*First Name:" with a text input field, "*Last Name:" with a text input field, and "*Date of Birth:" with three input boxes for mm/dd/yyyy. At the bottom, there are two buttons: "BACK TO LOGIN" and "SUBMIT".

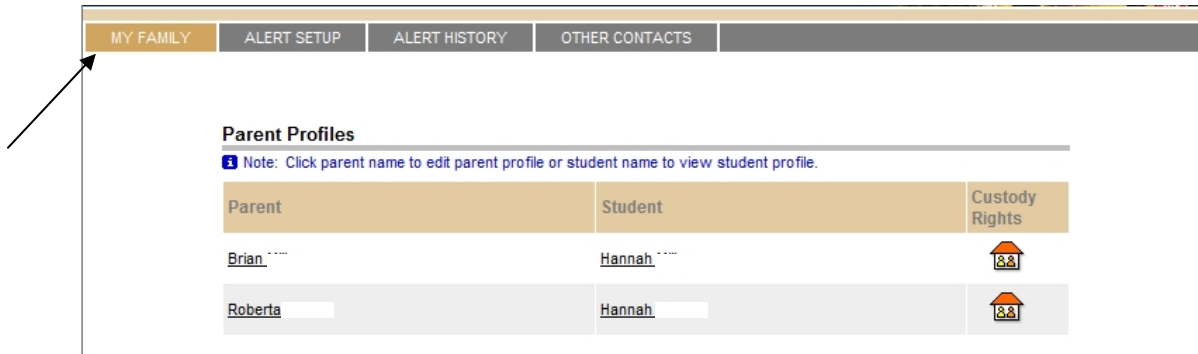
4. Create a Username, enter a Password, and supply all information. Click ‘Submit.’

The screenshot shows the "Login Info" registration form. It includes a red asterisk and the text "*Mandatory Fields". The form contains the following fields: "*Choose a User Name:" with a text input field, "*Secret Question:" with a dropdown menu, "*Choose a Password:" with a text input field, "*Answer for Secret Question:" with a text input field, a blue information icon and note: "Note: Your password must be at least seven characters long.", "*Re-enter Password:" with a text input field, and "Email Address:" with a text input field. Below the email address field is an example: "Example: emailid@domain.ext". At the bottom, there are three buttons: "SUBMIT", "RESET", and "CANCEL".

5. 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.

Edit Parent Profile *Mandatory Fields

*First Name: *Last Name:

Contact Details

*Telephone (Home): () - Telephone (Work): () -

Mobile Phone: () - @ ▼

Note: If you select your provider, you will be able to receive text messages from Instant Alert on your cell phone.

Email Address: Example: emailid@domain.ext Pager Address: Example: 6125550000@domain.ext

*Preferred Language: ▼

3. Click on a student name to view details about your children enrolled in this school.
4. **Note:** You are adding and checking to make sure information is correct.
5. Click Save when you're done with the update.

Configure how you receive alerts for each device (email, home phone, cell phone)

1. Click on 'Alert Setup.' (Near 'My Family')
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.

Alert Setup *Mandatory Fields

*Add New Device: *Device Details:

*Select Name:

ADD

Note: Please select which alert types you would like to receive on which contact device.

David

	Devices	All	School Closing	Emergency	Athletics	Student Activities	General
X	3125555555	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X	()	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X	Youremailshouldbehere	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X	8475555555	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

← Notification Purposes

SEND TEST MESSAGE

SAVE **RESET**

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.' *Note:* Add the device is at the top of 'Alert Setup'.
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.
5. *Note:* **This is where you can add your child's cell phone for notification.**

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.