



DATE: Summer 2014
TO: All Pingry Parents
FROM: Pingry Communications Office
RE: Honeywell Instant Alert System

Honeywell Instant Alert is the internet-based system Pingry uses for notifying everyone of such events as school closings or other urgent news (snow days, delayed openings, etc.). Messages are delivered by phone, email, and/or text message—based upon your personal selections of which phone numbers and email addresses you provide in your family profile.

This is the time of year when new Pingry parents must register for the system and returning parents must update their family profile with any changes to their phone numbers and/or email addresses. Step-by-step instructions are included on the following page. Please register and make any needed updates now in order to ensure that your information is correct when we perform our annual alert system test in September.

IMPORTANT NOTE: Your Honeywell Instant Alert account is completely separate from the database Pingry uses for school communication and for the Pingry Family Directory for 2014-2015. Updating one does NOT automatically update the other! Even if you have already provided the school with updated email addresses or phone numbers, you must ALSO make those changes to your Honeywell Instant Alert account. Your contact information in the Honeywell system is password-protected with your own login name and password—Pingry therefore cannot make Honeywell alert system information changes for you.

Questions? Login help? Reach out to our Technology department at techteam@pingry.org. **Please note**, if you have registered in the past but have forgotten your password, please choose the "Forgot Password" option on the Honeywell site. Pingry does not have access to your password.

Don't be the only person coming to school because you missed the snow day announcement—register and update your Honeywell Instant Alert profile today!

Honeywell Instant Alert® for Schools

Parent User Interface

For NEW Pingry parents and for returning Pingry parents needing to update their contact information. Returning parents do not have to re-register unless they have to make changes/additions to their profile contact information.

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

Register and create your account *

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. Click on 'Parent' in the New User box.
3. Complete the student information form. Click 'Submit.'
4. Complete the corresponding screen. Click 'Submit.'
5. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
6. 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 the 'Pick Up Rights' check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
4. Click on 'Save' when complete.
5. 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: <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.

* If you registered in the past but forgot your Password, please choose the "Forgot Password" option on the Honeywell site. Pingry does not have access to your password.