

Dear Parents,

Keeping parents informed and involved helps to assure student safety and improve student access. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school has implemented a new system called "Instant Alert for Schools."

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians to telephone, cell phone, e-mail, paper or PDA in any combination. The system can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as scheduled changes.

The system is Internet based, allowing each family to maintain a secure, password protected online profile. Included in this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Send yourself a test text message to make sure your text messaging contact information is entered correctly
- Add contact information of other caretakers of your children, such as a grandparent or neighbor

In addition to receiving communication alerts on your designated contact devices, the alert messages will also appear in your online profile. You can use this feature to read any alerts that may have been erased or deleted accidentally on your contact devices.

The system is ready for you at <http://instantalert.honeywell.com>. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for many of our school-to-home communications.

If you need assistance with your profile, please send an e-mail to instantalerthelp@honeywell.com or contact the school at 908-852-1894. If you do not have access to a computer, please feel free to come to the school to use our equipment.

In anticipation of you receiving announcements on the Instant Alert for Schools system, your home telephone number is the only number that is currently in the system. If you wish to add a work location phone or your cell phone number, **you must go online and input that information following the instructions on the back of this letter.**

Thank you for your help and cooperation in using this communication tool at the Allamuchy Township School.

Sincerely,

Joseph E. Flynn
Superintendent

Honeywell Instant Alert for Schools will not sell, rent, loan, trade, or lease any personal information of our customers, 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.

Honeywell Instant Alert for Schools Parent User

Interface

Website [URL:https://instantalert.honeywell.com](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, use the user name and password given to you by the school.
4. Complete the student information form. Click 'Submit'
5. Complete the corresponding screen. Click 'Submit'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. 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 pages you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

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 Homeywell.com.

Or call Mrs. Bahl at 908-852-1894