

Honeywell Instant Alert® for Paulding Exempted Village 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. 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. There are five Alert Types available:
 - a. **AM Delays or Closings** – This alert will notify you each time the school has a morning delay or closing. Be aware these calls may come as early as 5:30 am.
 - b. **High Importance/Emergency** – This alert will notify you of important and possibly unexpected events, such as an early closing due to weather, or an emergency building evacuation.
 - c. **Transportation** – Alerts pertaining to any information regarding buses and bus routes.
 - d. **Activities** – Reminders of events within the district, including sports, music, and academic events. This includes event cancellations.
 - e. **General** – This category will be used to notify parents of daily student absences. It may also be used by classroom teachers to send information to specific groups of parents.
 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.' Make sure you also check boxes to select alert types for any new device you have added.
 4. Click on 'Save' when complete.
 5. 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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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.
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