

Dear Parents,

Keeping parents informed and involved helps to assure student safety and improve student success. 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 system called Honeywell Instant Alert for the 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 by telephone, cell phone, e-mail, pager 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 schedule 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 computer 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 other contact devices.

(Over)

The system is ready for you at <https://instantalert.honeywell.com> We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for most of our school-to-home communication. If you do not have access to a home computer, the local libraries have computers available for use. If you have access to a computer at work, you may want to ask your employer if you may use it to access the alert system.

**For those of you who do not have access to a computer**, you may still receive a phone call when a message is sent. The district implemented the 2009-2010 phone numbers for the students.

If you need assistance with your profile, please contact **Honeywell Instant Alert first** at <https://instantalert.Honeywell.com/support/Pdbase/Parent.html>. If you are still having difficulty, contact BJ Thaman, Fairbanks District Technology Coordinator, at [alertassist@fairbanks.k12.ak.us](mailto:alertassist@fairbanks.k12.ak.us).

Respectfully,

Bob Humble, Superintendent

## **Instant Alert for Schools Parent User Information**

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

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### **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. 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.
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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 contact for you 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 the “Alert Setup” page to configure this person’s alert settings.

**For Assistance:** <https://instantalert.honeywell.com/support/Pdbase/parent.html>