

Honeywell Parent Help Sheet

How do I login to the Honeywell site:

- 1) Open a web browser and go to <https://instantalert.honeywell.com>
- 2) Click on the Parent link in the New User dialog box.
- 3) Complete the Authentication screen. This only needs to be done once.
 - a. Here you need to do the following:
 - i. Select New Jersey from the state drop-down list.
 - ii. Select Great Meadows Regional from the district drop-down list.
 - iii. Enter your students First Name, Last Name, and Date Of Birth
 - iv. Click the Submit button.
- 4) Complete the Login Info screen. Again this is only done once.
 - b. Here you enter the following:
 - i. A Username you select.
 - ii. A Password you select.
 - iii. A secret question you select from the available drop-down list.
 - iv. Enter your answer to the secret question you selected. This can be used in the event you forget your password.
 - v. Optionally you can enter a email address here.
 - vi. Click the Submit button.
- 5) On the Confirmation screen click the Proceed button to enter the site.

What do I do once I've logged into the site?

- 1) Check that the spelling of your name is correct and enter or correct any phone numbers or email addresses you'd like to receive messages from the school.
 - a. Click the My Family tab
 - b. Click on your name (the parents name) this takes you to your profile information screen.
 - c. Here you can correct information and enter any other contact information you would like.
NOTE: if you wish to receive text message on your cell phone select your cell phone provider from the drop-down list.
 - d. When you have finished entering or correcting your information click the Save button.
- 2) Add other contacts you would like to receive the messages. (ie: grandparents)
 - a. Click the Other Contacts tab
 - b. Click the Add New Contact button
 - c. Enter the information about your other contact
 - d. When finished entering your contact click the Save button
- 3) Once all your contact information is set you can specify what classification of messages you want delivered to each phone, text, or email you have listed in your profile.
 - a. Click the Alert Setup tab
 - b. There is a line for each device (phone, text, email) you have in your profile. Place a checkmark in the box corresponding to the device and alert classification you want delivered to that device.
 - c. Click the Save button.
- 4) When you are finished entering your information click the Logout link at the upper right corner of the website.

What is an Alert Classification?

- a. Alert Classification type is a setting assigned to each message sent by the district. They include School Closing, High Importance, Transportation, Activities, and General.