Honeywell Instant Alert for Schools

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 Northern Valley has decided to implement a new system called Honeywell 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 by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert 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.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Instructions for accessing the system and creating your profile are included at the bottom of this letter. 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
- Set the days and time of days you would like your phone devices to receive alerts
- View the alerts that have been sent to you in the past

The system is ready for you to use at https://instantalert.honeywell.com. We encourage all of you to take advantage of this opportunity, as we will be utilizing the system for most of our school-to-home communication.

If you need assistance with your profile, please go to https://instantalert.honeywell.com and click on the **Help Request** link in the lower right hand side of the page, or contact Julie Bookstaver at bookstaver@nvnet.org. Be sure to set your spam filter to receive email from Honeywell.com. If you do not have access to a computer, please feel free to come to the school to use our computer in the Guidance Department. We hope you enjoy this new service!

SETUP INSTRUCTIONS:

Register and create your account:

1. Go to : https://instantalert.honeywell.com
2. Click on 'Parent' in the New User box.
3. Select 'New Jersey' and 'Northern Valley Regional High School' from the dropdown menus.
4. Complete the student information form. Click 'Submit.'
5. Complete the new login/password screen.
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 student name to view details about your children enrolled in the 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.
6. When complete, click on 'Logout' in the upper right hand corner.

Additional Functions:

1. 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.

For Assistance: https://instantalert.honeywell.com

Click on **Help Request** in the lower right hand side of the page.