



Our Lady of Lourdes School
44 Cleveland Avenue
Milltown, NJ 08850
732-828-1951
www.ololschoolnj.org

September 11, 2009

Dear Parents,

Keeping you 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 decided to implement the 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 the Honeywell Instant Alert System to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination.

Honeywell Instant Alert 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 onto your profile at any time to update your contact information.

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
- Add contact information of other caretakers of your children, such as grandparent or neighbor.

When registering, you **MUST** choose **ENGLISH** as your "preferred language". NO MESSAGES WILL GO OUT IN SPANISH! If you choose Spanish, you will NOT receive any messages. Make sure that you update your profile any time that your phone information changes so that you are sure to receive any alerts that are sent out. **YOU MUST MAINTAIN THE ACCURACY OF YOUR PROFILE IN ORDER FOR US TO REACH YOU IN EMERGENCIES.**

In addition to our new email system, which will be up and running in the next few weeks, we will be using the Honeywell Instant Alert System to disperse information to families. Please check your cell phone and answering machine messages before calling the school to find out about messages left.

If you need assistance with your profile, please go to <https://instantalert.Honeywell.com> and click on the "Help Request" link on the lower right hand side of the page. Be sure to set you e-mail spam filter to receive e-mail from Honeywell.com. If you do not have access to a computer, please let us know in the school office, and we will help you input your data.

Sincerely,
Sister Maria Gruszka
Principal

THIS IS NOT SCHOOL REGISTRATION – IT IS TO REGISTER TO RECEIVE EMERGENCY NOTIFICATIONS BY PHONE AND E-MAIL

How to sign up for:

Honeywell

Instant Alert® for Schools

Honeywell Instant Alert® for 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. 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.

* You **MUST** choose **English** as "Preferred Language". **NO** messages will be sent in Spanish.

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.

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.



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 Honeywell.com.

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