



## ST. AUGUSTINE PREPARATORY SCHOOL

### Honeywell Instant Alert – Email and Device Notifications

The Honeywell Instant Alert website allows you to customize the notifications you receive. You can add or change e-mails addresses, text messages, and voice calls you receive.

Step 1: Login to the Honeywell Instant Alert Website at: <https://instantalert.honeywell.com>

**Honeywell**  
**Instant Alert® for Schools**

Schedules change. Buses run late. Emergencies occur.

With Honeywell Instant Alert, schools can let parents know more quickly and conveniently.

No need to rely on the media, the grapevine or the faint hope that students will remember there's an important flier in their backpack. Instant Alert brings the news directly to parents and they can decide how and where they receive messages.

E-mail. Cell phones. Smartphones. They're all options. So log in and stay informed, in an instant.

**User Login**

User Name:  \*

Password:  \*

[Forgot User Name / Password](#)

**New User? Sign up now!**  
[Parent](#) | [School Staff](#)

Note: If you are both a parent and a school staff member, you may click on either link.

**HELPFUL HINTS:**  
> Passwords are case sensitive.  
> If you forgot your password, please enter your User Name and click 'Forgot Password' link located above.

Step 2: Select the **My Profile** link in the upper left and then click on your profile name

**Honeywell** Choose Role | Change Password | Help | Logout

**Instant Alert® for Schools**

Welcome Frank Garufi

**MY PROFILE** | ALERT SETUP | ALERT HISTORY

**Staff Profile**  
Note: Click Staff name to edit Staff Profile

Staff

Frank Garufi

Step 3: Confirm that your contact information is correct, including your e-mail address

**Honeywell** [Choose Role](#) | [Change Password](#) | [Help](#) | [Logout](#)

## Instant Alert® for Schools

Welcome [View Profile](#)

**MY PROFILE** | **ALERT SETUP** | **ALERT HISTORY**

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**Edit Staff Profile** \*Mandatory Fields

\*First Name:  \*Last Name:

**Contact Details**

\*Home/Primary Phone:  Work Phone:

Mobile Phone:  @

**Note:** If you select your provider, you will be able to receive text messages from Instant Alert on your cell phone.

Email Address:  Pager Address:

Example: email@domain.ext Example: 6125550000@domain.ext

\*Preferred Language:

**SAVE** **RESET** **CANCEL**

Step 4: Click **Alert Setup** and make sure your e-mail(s) have check marks for all types of announcements

**Honeywell** [Choose Role](#) | [Change Password](#) | [Help](#) | [Logout](#)

## Instant Alert® for Schools

Welcome [View Profile](#)

**MY PROFILE** | **ALERT SETUP** | **ALERT HISTORY**

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**Alert Setup** \*Mandatory Fields

\*Add New Device:

\*Device Details:

\*Select Name:

**ADD**

**Note:** Please select which alert types you would like to receive on which contact device. To edit your home and work phone numbers, please go to My Profile and click on your name.

**Note:** Select the time of day you would like to allow calls to your phones. For example, if you select 8:00am as a start time and 5:00pm as an end time for your work phone, it will receive the alerts the school sends only during those hours. I.e. if the school sends an alert at 7:30am your work phone will NOT receive the alert. If you want a phone to be able to receive alerts 24 hours a day, select Midnight for both the start and end times. If you do not want a phone to receive alerts at all on either weekdays or weekends, un-check the box in the appropriate column.

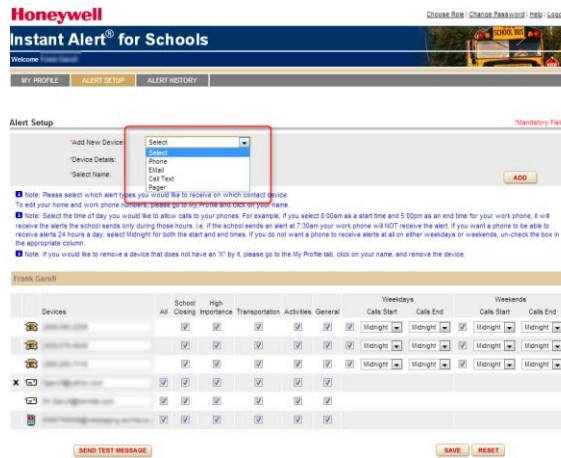
**Note:** If you would like to remove a device that does not have an "X" by it, please go to the My Profile tab, click on your name, and remove the device.

**Frank Garufi**

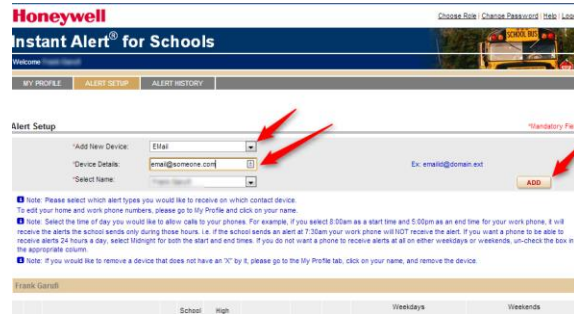
Devices	All	School Closing	High Importance	Transportation	Activities	General	Weekdays		Weekends	
							Calls Start	Calls End	Calls Start	Calls End
612-555-0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Midnight	Midnight	<input checked="" type="checkbox"/>	Midnight
612-555-0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Midnight	Midnight	<input checked="" type="checkbox"/>	Midnight
612-555-0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Midnight	Midnight	<input checked="" type="checkbox"/>	Midnight
<b>X</b> frank.garufi@honeywell.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
frank.garufi@honeywell.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
612-555-0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

**SEND TEST MESSAGE** **SAVE** **RESET**

Step 5: You can add additional e-mail(s) with the **Add New Device** menu:



Step 6: After entering your new e-mail contact information click the **Add** button:



Step 7: Place checkmarks in the type of announcements you wish to receive through this e-mail address and then click **Save** when done

