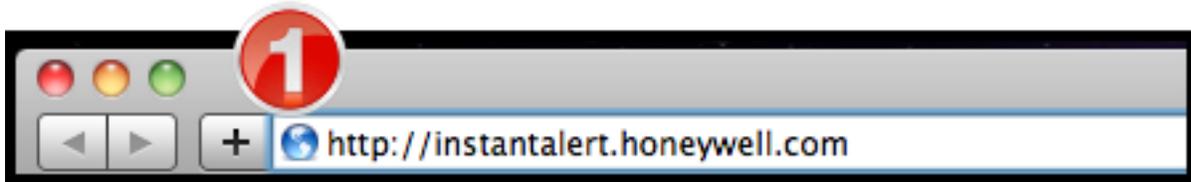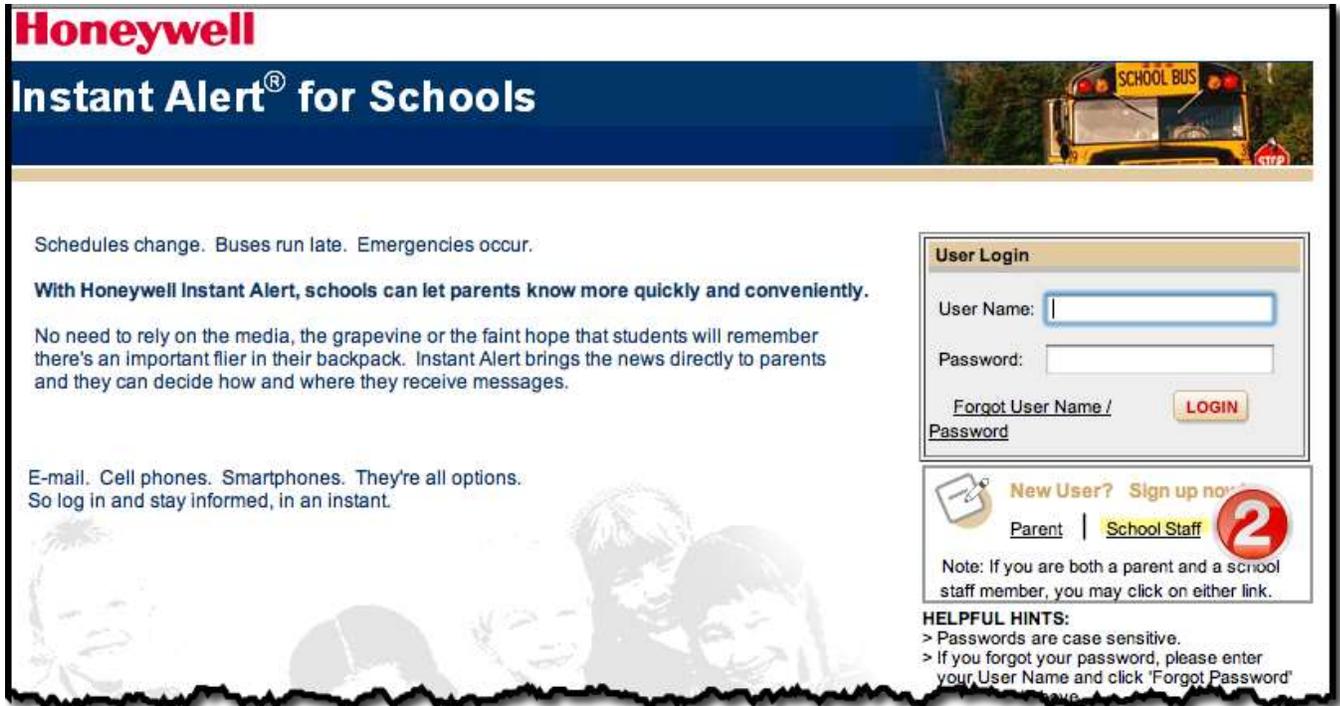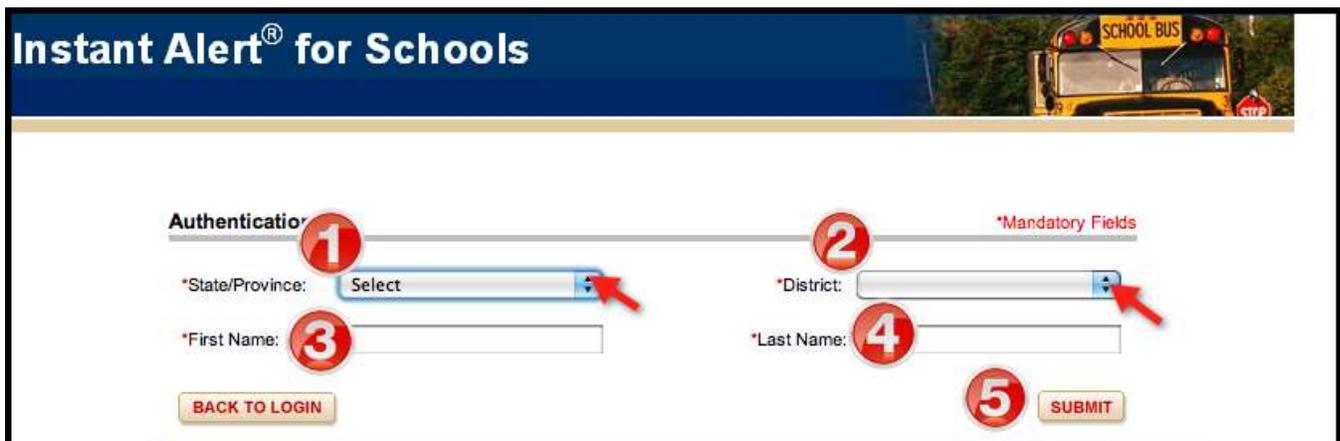# Instant Alert Instructions

#1 Enter the URL for accessing the Instant Alert application in the Web Browser
(Browsers that work with the Instant Alert system are: Explorer and Firefox on a PC and Safari V1.2 on a Macintosh)

#2 Initially to set up your password, click on **School Staff**.

#1 Click on the arrow for drop-down list of **States**, or start typing Min to select Minnesota.
#2 Click on the arrow for drop-down list of **District** and select Emmanuel Baptist.
#3 and #4 Type in your first and last name.
#5 Click on **Submit**.

Login Info

① *Choose a User Name:

Example: vickietucker

Note: Your User Name must be unique within the database.

② *Choose a Password:

(Passwords are case sensitive and need to be between 7 and 17 charactors long)

Note: Your password must be at least seven characters long and is case sensitive.

③ *Re-enter Password:

Email Address: ④

Example: emailid@domain.ext

Note: Remember your User ID and Password for future use to log in to your account.

⑤ SUBMIT   RESET   CANCEL

#1, #2, #3 and #5 are mandatory fields, # 4 is optional.

Confirmation

Thank you for registering with Honeywell Instant Alert for Schools.
Please click Proceed to complete your online profile.

Proceed

Click on **Proceed.**

To access your Profile click on **MY PROFILE** tab and then your name.

Enter, or update information in your Profile.
Telephone (Work) number field can be used for an additional number if needed, it does not have to be a work phone number.
If you want an Instant Alert text message sent to you cell (mobile) phone, click on the drop-down list and select your cell phone provider.
Once, your Profile has been completed, click on **Save**.

Once you have saved your Profile, click on the **ALERT SETUP** tab as shown above.

#1 Select the type of alert messages you want to receive for each device in your Profile.
#2 Select the time of day that you want to receive the alert messages during the week days for each device.
#3 Select the time of day that you want to receive the alert messages during the weekends for each device.
Click on **Save.**

To exit the Instant Alert system, click on **Logout**.

To access Instant Alert system again go back to the Web Browser

Once authenticated *(User Name and Password has been established),* you will enter your User Name and Password and click on **LOGIN**

Click on **Staff** to access your Profile.