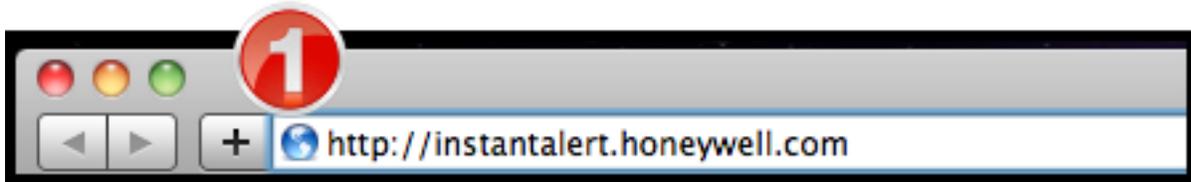
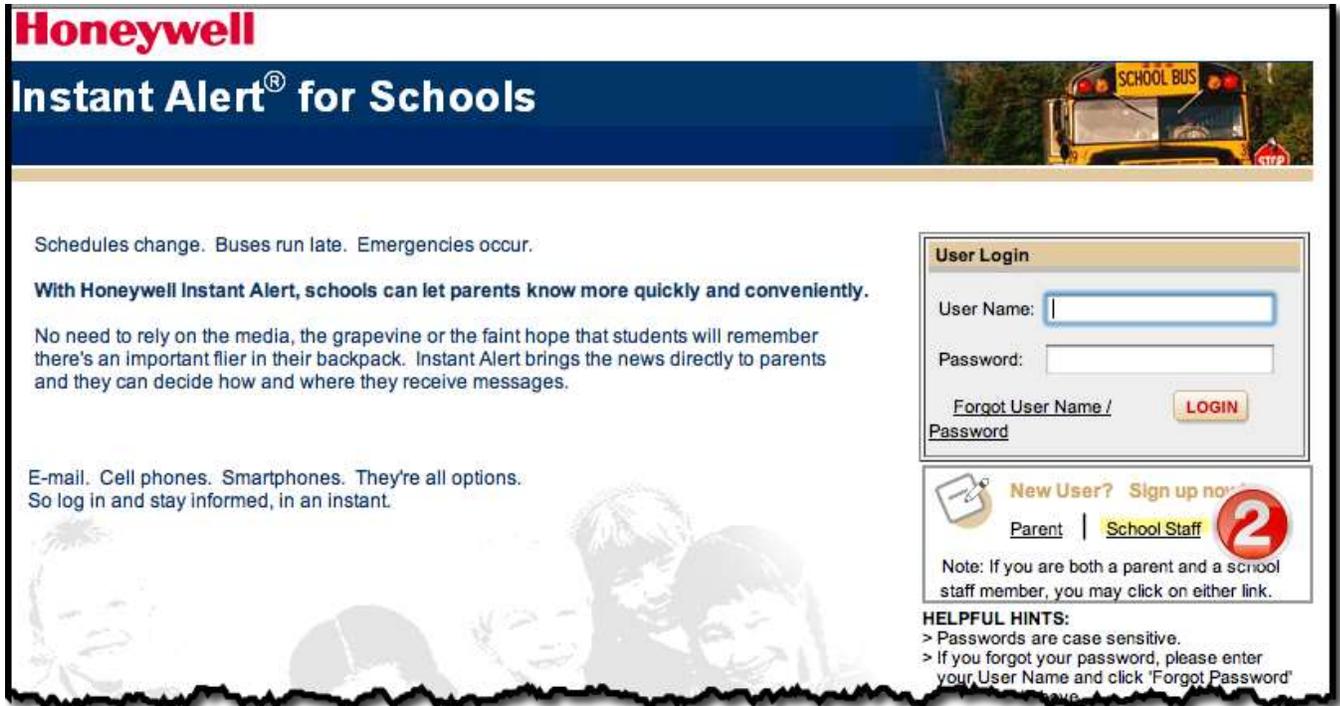


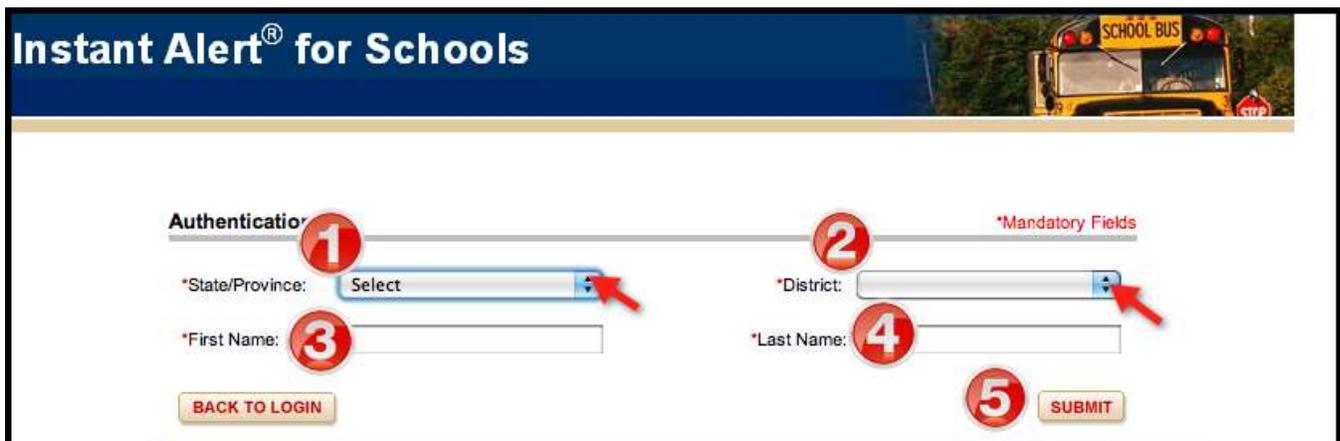
Instant Alert Instructions



#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**.

ProfileDetails
https://instantalert.honeywell.com/Registration/ProfileDetails.aspx?ProfileId=9VCvkaibonc=&DistrictId=Wqw0QJRf

Honeywell

Instant Alert® for Schools

Login Info *Mandatory Fields

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 characters 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

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

Honeywell

Instant Alert® for Schools

Confirmation

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

Proceed


Click on **Proceed**.

Honeywell Choose Role | Change Password | Help | Logout

Instant Alert® for Schools

Welcome Vickie Tucker

MY PROFILE | ALERT SETUP | ALERT HISTORY

Staff Profile

Note: Click Staff name to edit Staff Profile

Staff

Vickie Tucker

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

Honeywell Choose Role | Change Password | Help | Logout

Instant Alert® for Schools

Welcome Vickie Tucker

MY PROFILE | ALERT SETUP | ALERT HISTORY

Edit Staff Profile *Mandatory Fields

*First Name: *Last Name:

Contact Details

*Telephone (Home): () - Telephone (Work): () - x

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: emailid@domain.ext Example: 6125550000@domain.ext

*Preferred Language:

SAVE **RESET** **CANCEL**

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**.

Instant Alert[®] for Schools

Welcome Vickie Tucker



MY PROFILE

ALERT SETUP

ALERT HISTORY

Edit Staff Profile

*Mandatory Fields

*First Name:

*Last Name:

Contact Details

*Telephone (Home): () -

Telephone (Work): () - x

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

Instant Alert[®] for Schools

Welcome Vickie Tucker



MY PROFILE

ALERT SETUP

ALERT HISTORY

Alert Setup

*Mandatory Fields

*Add New Device:

*Device Details:

*Select Name:

ADD

1 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.

2 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.

3 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.

Vickie Tucker

Devices	All	Church Event Closing	Special Events	Meetings	General	Other	Weekdays 2		Weekends 3		
							Calls Start	Calls End	Calls Start	Calls End	
<input type="checkbox"/> (218)749-3716	<input checked="" type="checkbox"/>	5:00am	10:00pm	<input checked="" type="checkbox"/>	5:00am	10:00pm					
<input type="checkbox"/> (218)780-8040	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7:00am	10:00pm	<input checked="" type="checkbox"/>	7:00am	10:00pm				
<input type="checkbox"/> vlt@accessmn.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/> 2187808040@txt.att.net	<input checked="" type="checkbox"/>										

SEND TEST MESSAGE

SAVE

RESET

- #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**.

Honeywell

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

Instant Alert[®] for Schools



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

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



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.

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

Honeywell

[Logout](#)

Instant Alert[®] for Schools



You have the following roles in our database. Please choose one of them:

- Staff
- SchoolAdmin
- GroupAdmin

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