

How to Update Your Contact Information for Instant Alerts

The Berkeley Heights School District understands the importance of disseminating accurate information as quickly as possible. That is why the district has implemented the Honeywell Instant Alert system. The best part is you have the ability to update your own contact information whenever you want whether you got a new job, created a new email account, or purchased a new cell phone.

Using the Honeywell system effectively has four parts:

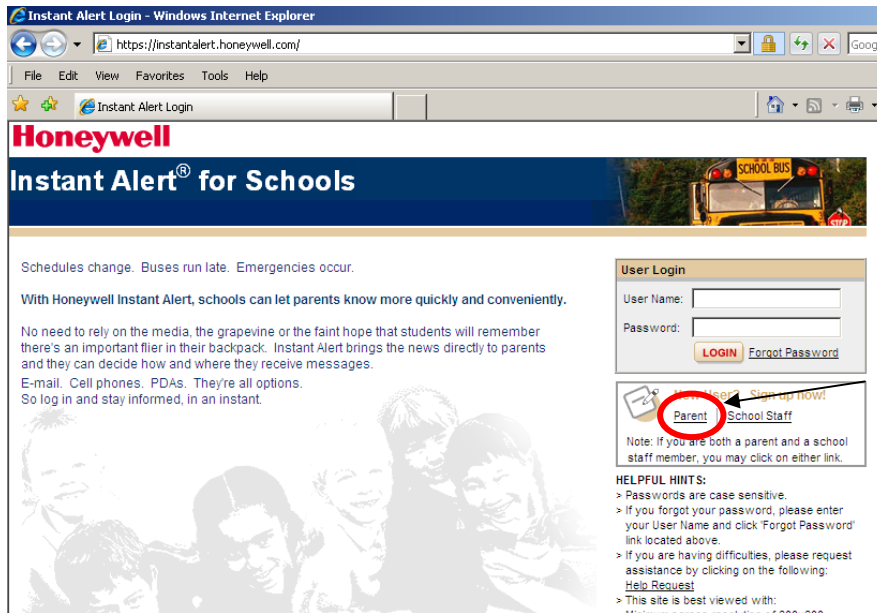
- I. [Register and create your account](#)
- II. [View and check details about yourself and family members](#)
- III. [Configure alert settings for yourself](#)
- IV. [Add other contacts and configure their alerts](#)

I. Register and create your account

Go to the Honeywell Instant Alert for Schools at <https://instantalert.honeywell.com> or click on the image or the www.bhspnj.org website

Honeywell

Instant Alert® for Schools



Click on 'Parent' in the New User box.

Complete the corresponding screen, using information about any of your children. Click 'Submit.'

Authentication *Mandatory Fields

*State/Province: *District:

Note: Please enter the following information about any of your children enrolled in this School District or Private School.

*First Name: *Last Name:

*Date of Birth: mm/dd/yyyy

Parent Information *Mandatory Fields

*First Name: *Last Name:

You may be asked to complete the corresponding screen, using information about any parent or guardian. Click 'Submit.'

Complete the corresponding screen, to create your account. Click 'Submit.' *Note:* Remember your Login Name and Password so you may use it to update your profile.

Login Info *Mandatory Fields

*Choose a User Name: *Secret Question:

*Choose a Password: *Answer for Secret Question:

Note: Your password must be at least seven characters long.

*Re-enter Password: Email Address:
Example: emailid@domain.ext

Note: Remember your User ID and Password for future use to log in to your account. Secret Question and Answer will be used when you forget your password.

Confirmation

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



After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.

II. View and check details about yourself and your family members

Upon successful login, click on 'My Family.' Click on a parent name to view and edit parent details.



Add additional contact details to receive alerts on additional devices. *Note:* Text messages can only 160 characters long. Click 'Save.'

*Mandatory Fields

*Last Name:

Telephone (Work): (908) 555-6363

Mobile Phone: (908) 555-5309 @ AT&T - txt.att.net

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

Email Address: Payer Address:

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

*Preferred Language:

III. Configure alert settings for yourself

Click on 'Alert Setup'.



Alert Setup *Mandatory Fields

*Add New Device: *Device Details:

*Select Name: Ex: (612)555-0000

Note: Please select which alert types you would like to receive on which contact device.

If you would like to add a contact device not already listed, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'

Click on the check boxes to select which alert type you would like to have sent to which device.

“School Closure” is a notification that school will not be in session that would be sent before school starts, for example, because of inclement weather.

“Early Dismissal” is for when students must leave school before the typical time.

“Delayed Opening” is for when school will start 90 minutes after it typically does.

Fredrico Schmingle		All	School Closure	Early Dismissal	Delayed Opening	School Information
<input checked="" type="checkbox"/>	<input type="text" value="(973)555-9610"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="example@domain.com"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="fschmingle@msnj.org"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Eileen Schmingle		All	School Closure	Early Dismissal	Delayed Opening	School Information
<input checked="" type="checkbox"/>	<input type="text" value="(908)555-5309"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="(908)555-6363"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="(973)555-9610"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="example@domain.com"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

“School Information” is for general announcements that are not of a high priority.

Click on 'Save' when complete.

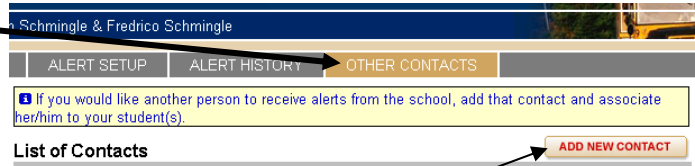
For e-mail, text messaging, and pagers, you may send yourself a test message. Click on 'Send Test Message' at the bottom of this screen to send yourself a message.

Devices		All	School Closure	Early Dismissal	Delayed Opening	School Information
<input checked="" type="checkbox"/>	<input type="text" value="(908)555-1212"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="(973)216-9610"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="example@domain.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"/>	<input type="text" value="mskara@bhpsnj.org"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="9085551212@text.com"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. Add other contacts and configure their alerts

In a typical situation, the other contacts would only receive “Early Dismissal” notices when the parents / guardians are not available in the middle of the day.

Click on ‘Other Contacts.’



Click on ‘Add New Contact’ and complete the form.

Add New Contact *Mandatory Fields

*First Name: *Last Name:

Contact Details

*Telephone (Home): (908) 555-1904 Telephone (Work): () () -

Mobile Phone: (973) 555-1290 @

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

Email Address: Example: emailid@domain.ext Pager Address: Example: 6125550000@domain.ext

*Preferred Language:

Relationship to Students:

Student Name	Relationship	Pick Up Rights
Schmingle, Fred	* Neighbor <input type="text" value="If Other, please specify"/>	<input checked="" type="checkbox"/>

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.

Click on ‘Save’ when complete.

Hillary Peterson

Devices	All	School Closure	Early Dismissal	Delayed School Opening	School Information
<input checked="" type="checkbox"/> (908) 555-1904	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> (973) 555-1290	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> hpeterson@cheers.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To set this contact to receive alerts from the school, return to the ‘Alert Setup’ page to configure this person’s [alert settings](#), as explained on the top of page 3.

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.