

## Honeywell Instant Alert® System Instructions

Bishop George Ahr High School is launching the Instant Alert® automated calling system from Honeywell to contact parents with urgent messages such as school cancellations. **The system will always call the primary number given to the school at the time of registration.** Generally, this is the student's home phone number.

The system allows individual parent-users to customize how they would like to be contacted beyond this main number. For instance, a parent can choose to receive the message on his or her mobile or work phone or by SMS text message.

Please follow the instructions below in order to customize the system:

1. Open <https://instantalert.honeywell.com> in your browser
2. Click on "Parent" in the New User Box.
3. Submit the student authentication form by selecting the State (New Jersey), School (Bishop George Ahr High School) and your child's first name, last name and date of birth.
5. After receiving the Confirmation message, click "Proceed" to get started with Instant Alert.
6. **Please remember your Login Name and Password so you may use it to update your profile in the future should any contact information change.**

To view and check details about yourself and your family members

1. Log into the system and 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 BGAHS.

Configure how messages will be delivered

1. Once logged in, click on "Alert Setup."
2. Click on the check boxes to select which alert type you would like delivered to which device.

Alert Types:

**School Closing Alert:** Inclement weather closing or other weather related closings.

**Crisis Management Alert:** School is in crisis management mode due to fire, evacuation or lockdown.

**Send Principal's Newsletter:** Select the email option for this alert if you'd like to receive the Principal's newsletter via email.

**Activities/Other Communication:** Messages regarding athletic cancellations/changes, general administrative messages.

3. To add another contact device (i.e. mobile phone, etc.), select the device type and enter the device details. Select the person to whom the device belongs and click on "Add."
4. For email, text messaging, and pagers you may send yourself a test message. Click the "Send Test Message" button to attempt a test message.
5. If you experience problems regarding the setup or use of the system, please email [mconover@bgahs.org](mailto:mconover@bgahs.org).