



September 2019

Dear WTSD Parents/Guardians,

In our enduring effort to “go green”, the Washington Township School District will continue to send school notices, newsletters, lunch menus, etc. electronically via the Honeywell Instant Alert System (e-blast). The Honeywell Instant Alert System will also be used for automated messages to designated phone numbers and email addresses in the case of a school emergency, such as a school closing.

The Honeywell Instant Alert System enables each family to maintain a secure, password-protected online profile. An instruction sheet explaining how to log on, create, and maintain your profile is provided on the back of this letter. Instant Alert is available 24 hours a day, to update your contact information, as needed, throughout the year. Your online profile also permits you to add as many e-mail addresses or phone numbers, as you wish.

While most communication will be sent electronically to the designated e-mail addresses provided by parents/guardians and available on our district website – www.washtwpsd.org – E-Blasts, we will continue to send home documents requiring a signature in hard copy format.

Automated phone messages will be sent to the designated phone numbers indicated on your personal profile. It’s an equally effective way to keep you informed of everyday activities, such as event times and locations, as well as schedule changes.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Add contact information of other caretakers for your children, such as a grandparent or neighbor
- View the alerts that have been sent to you in the past

The system is ready for you to use at <https://instantalert.honeywell.com>. If you need assistance with your profile, please click on the **Help Request** link toward the lower right hand side of the Honeywell page or contact the building secretary for your school:

- Brass Castle School – rrhinehart@washtwpsd.org
- Port Colden School – ckaluzny@washtwpsd.org

Be sure to set your e-mail spam filter to receive e-mails from Honeywell.com. If you do not have access to a computer, please contact the main office (see above) of your child’s school for assistance to input/update your information.

Thank you for your support, as we continue to ensure communication is efficient and consistent.

Sincerely,

WTSD Administration





Honeywell Instant Alert® for Schools Parent User Interface

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, you could instead click on 'School Staff' in the New User box.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. **Note:** Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, 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 this school.

Configure alert settings for yourself

1. Click on 'Alert Setup.'
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
4. You are also able to set the days and times you would like your phones to receive alerts. For example, if you want your work phone to receive alerts only during the workdays, you could set the weekday start time to 8:00am and the weekday end time to 5:00pm and then uncheck the weekend box. Or, if you did not want your cell phone to receive alerts while you were sleeping, you could set the weekday start time to 6:00am and the weekday end time to 10:00pm and the weekend start time to 8:00am and the weekend end time to 11:00pm. You have the flexibility and control to set up your phones in many different ways.
5. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

Additional Functions

View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

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.

Honeywell Instant Alert® for Schools will not sell, rent, loan, trade, or lease any personal information of our members, the children for whom they have responsibility, or others listed as contacts in the system. We will use the utmost care in protecting the privacy and security of your information.

