

Honeywell Instant Alert for Defiance City Schools

Staff User Interface

Website URL: <https://instantalert.honeywell.com> or us the link at www.defiancecityschools.org

Minimum Requirements

Log in and update your account

1. Go to the Honeywell Instant Alert for Schools website, listed above.
2. Click 'School Staff' in the New User box and complete the registration screens. If you are a Staff member AND a parent, you may use either link.
3. Complete your Personal Profile, select 'Staff.'
4. Note: Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself

1. Upon successful login, click on 'My Profile.'
2. Click on your name to view and edit details about yourself.

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. There are Five Alert types available:
 - a. **AM Delays and Closings** This alert will notify you each time the school has a morning weather delay or closing. Be aware these calls may come as early as 6:00am
 - b. **High Importance/Emergency** This alert will notify you of important, and possibly unexpected events, such as an early closing due to weather, or an emergency building evacuation.
 - c. **Transportation** Alerts pertaining to any information regarding buses and bus routes.
 - d. **Activities** Reminders of events within the district, including sports, music, and academic events.
 - e. **General** Reminders that may come from classroom teachers sent to specific groups of parents. This category will also be used to notify parents of student absences.
 3. Click on 'Save' when complete.
 4. 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.'
 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.
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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: InstantAlertHelp@Honeywell.com