



SAINT THOMAS THE APOSTLE PARISH SCHOOL

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Office of the Principal

September 17, 2010

Subject: *Honeywell Instant Alert for Schools*

Dear Parents/Guardians:

We will continue to use the *Honeywell Instant System* to keep you informed and up to date this school year. Please be aware that this system is used for various types of communications to the parents, including reminders, updates, special events, etc. Of course, it will be used for weather-related school closings and emergencies also.

With this in mind, it is of the utmost importance for parents/guardians to keep their account information up to date. Please be aware that you can individualize your account. You can choose which device (home phone, cell phone, email, etc.) to receive alerts according to the settings you choose (see alert settings below).

Below are the instructions on how to setup and/or update your account:

UPDATE OR REGISTER AN ACCOUNT:

Go to www.instantalert.honeywell.com

1. If you already have an account, just login.
2. If you need to set up a new account, click on "Parent" in the New Users box.
3. Complete or update the student information. Click "Submit".
4. Complete or update the corresponding screen. Click "Submit".
5. After receiving a confirmation message, click proceed to get started with Instant Alert.
6. Note: Remember your Login Name and Password so you may use it to update your account.

VIEW AND CHECK DETAILS ABOUT YOURSELF AND 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 to view details about your children enrolled in this school.

CONFIGURE ALERT SETTINGS FOR YOURSELF:

1. Click on "Alert Setup."
2. Click on the 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 "add".
4. For e-mail, text messaging and pagers you may send yourself a test message. Click on "Send Test Message" to send yourself a message.
5. **Please remember every person you add to your account will receive the *Honeywell Instant Alerts*.**

Sincerely,

Joan Ferraer

Principal