

Instant Alert Parent Instructions

<http://www.lf67.org>

OR

<https://instantalert.honeywell.com>

(Click on "Emergency Information" under Quick Links)

If you have already created a Login Name and Password, simply enter this information to access the system.

First time users only

1. Go to the District 67 website or the Honeywell Instant Alert for Schools website (listed above).
2. Click on 'Parent' in the New User box.
3. Complete the student information form for any of your children attending District 67 schools (fields marked with * are mandatory). Click 'Submit.'
4. Complete the corresponding screen. Click 'Submit.'
5. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
 - ▶ **Note:** Remember your Login Name and Password, as you must 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 District 67 schools. This information will roll over from year to year.

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. For your phones, select the time of day you would like to allow calls to your phones. Click on 'Save' when complete.
 - **All** – Announcements for **ALL** the categories listed below. *(This checkbox only appears on your Email and Cell Text.)*
 - **School Closings** – School Closings, late start school day, or other weather-related or emergency situations. **It is important that you select your primary phone number in this category** in addition to any other contact devices you may choose.
 - **High Importance** – Configure your information the same way you would for "School Closings."
 - **Transportation** – Bus-related announcements or emergencies.
 - **Activities** – Announcements regarding **after-school** activities (sports, clubs, Brainstormers) including non-emergency cancellations or changes.
 - **General** – All announcements regarding **school day** related events, activities, classes, and team news including band, orchestra and chorus (even if the BOC events occur outside the normal school day). In addition to your email, you may wish to register your student's email in this category.
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. For e-mail, text messaging, and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

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 under Helpful Hints on this page