

## Updating Your Instant Alert Account

Please remember that updating your information in Instant Alert does **not** update your emergency contact information in your District 67 or 115 personnel records. Please keep your personnel information current by contacting Lisa Tadel (847)604-7423.

### Updating your account:

1. Visit the Instant alert website at URL: <https://instantalert.honeywell.com>

2. Enter your username and password.

- If you have forgotten your password, please click on the *forgot password* link, enter the requested information, and Instant Alert will email you your password.
- If you are setting up Instant Alert for the first time please use the instructions in Setting Up Your Account for the First Time

3. Select the My Profile tab and update your contact information.

**Honeywell** [Change Password](#)

### Instant Alert® for Schools

Welcome MONICA WERTZ

**MY PROFILE** | ALERT SETUP | ALERT HISTORY

---

#### Edit Staff Profile \*Mandatory Fields

\*First Name:  \*Last Name:

**Contact Details**

\*Telephone (Home): (847)  -  Telephone (Work): (847)  -

Mobile Phone: (847)  -  @ AT&T - circular1E.com

**Note:** If you select your provider, you will be able to receive text messages from Instant Alert on your cell phone.

Email Address:  Example: email@domain.ext Pager Address:  Example: 6125550000@domain.ext

\*Preferred Language:

4. Select the Alert Setup tab and update your contact preferences.

**Honeywell** Change Password | Help | Logout

## Instant Alert<sup>®</sup> for Schools

Welcome MONICA WERTZ

MY PROFILE | **ALERT SETUP** | ALERT HISTORY

### Alert Setup \*Mandatory Fields

\*Add New Device:  \*Device Details:

\*Select Name:  **ADD**

**Note:** Please select which alert types you would like to receive on which contact device.

**MONICA WERTZ**

	Devices	All	School Closing	High Importance	Transportation Activities	General
X	(847)582	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X	(847)64	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X	(847)606	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X	MWertz@d	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X	847@	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**SEND TEST MESSAGE** **SAVE** **RESET**