

Old Bridge Township Public Schools
QUICK START GUIDE

Follow these steps to activate your account:

Honeywell

Instant Alert® for Schools

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

Log in and update your account

1. Go to the Honeywell Instant Alert for Schools website: <https://instantalert.honeywell.com>
2. Please click "**Parent**" in the **New User** box.
3. On the "**Authentication**" screen,
 - (a) Select "**New Jersey**" from the State/Providence pull down menu;
 - (b) Select "**Old Bridge Public Schools**" from the District pull down menu;
 - (c) Enter the "**First Name**" and "**Last Name**" for one of your children in the window provided;
 - (d) Enter the "**Date of Birth**" in the following format: **mm/dd/year**;
4. Fill out all required fields to create your **Login Name** and **Password** for the system.
5. After receiving the "**Confirmation**" message, click on "**Proceed**" to get started with the Instant Alert System.
6. **Remember** your **Login Name** and **Password** so that you may use it to keep your profile up to date.

View and check details about yourself

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 who are enrolled in our schools.

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 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.

Identify key contacts for your children

1. Click on "**Other Contacts.**"
2. Click on "**Add New Contact**" and complete the form.
3. Click on the "**Pick Up Rights**" check box of you wish to allow this person the right to pick up your child from school. The person's name will appear on a report for the school.
4. Click on "**Save**" when complete.
5. If you would like this person to receive Alerts from the school, return to the "**Alert Setup**" page to configure this person's alert settings.

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.*****