



AUTHENTICATING HONEYWELL INSTANT ALERT

1. Enter URL for Instant Alert. <https://instantalert.honeywell.com> The Instant Alert **login** page is displayed.
2. Click **Parent** link under **New User? Sign up now!**
Result: The **Authentication** page is displayed.
3. Select the **State/Province** in which your child is studying. This is a mandatory requirement.
4. Select the **District** in which your child is studying. This is a mandatory requirement.
5. Enter the following information about your child studying in the school district. If more than one child studies in the school, enter the name of any one:
 - First Name** - This is a mandatory requirement.
 - Last Name** - This is a mandatory requirement.
 - Date of Birth** in mm/dd/yyyy format.
6. Click **Submit**. If your student belongs a single family, the **Login Details** page appears.
(If the student belongs to multiple families, you need to enter your First and Last Name. The **Telephone (Home)** field is displayed. Enter your home telephone number and click **Submit**. The **Login Details** page appears.)
7. Enter a name with which you would like to access Instant Alert in the **Choose a User Name** field. This is a mandatory requirement.
8. Enter a password of your choice in the **Choose a Password** field.
Note: Your password should be at least seven characters long.
9. Re-enter the password you have chosen in the **Re-enter Password** field.
10. Select a **Secret Question**.
Note: This question will be asked in case you forgot your password.
11. Enter an answer to the secret question.
12. Not mandatory. Enter your **Email Address**. The email address must be in the format emailid@domain.ext
13. Click **Submit** to complete the authentication process. The **Confirmation** page is displayed.
You can click **Proceed** to log on to Instant Alert or **Reset** to enter new data or **Cancel** to return to the Login page.

Result: The **My Family** page appears. You can view/edit details about yourself and your spouse provided your spouse's details are present in the school's database.

Note: If your authentication is wrong, Instant Alert provides you the Help Desk address on the fourth wrong attempt.