

Honeywell Instant Alert

Staff/Parent Instructions

Alerts will automatically be sent to the home telephone numbers currently in our Student Information System and personnel records. If you would like to check the number being called or register additional numbers to receive alerts, please create your account by going to the following website: <https://instantalert.honeywell.com>

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are a parent, click on “Parent” in the New User box.
3. If you are a staff member in the school, click on “Staff” in the New User box. If you are both a staff member and a parent, you can register through either staff or parent.
4. Select state – Virginia.
5. Select district – Roanoke County Schools.
6. Type in the first and last name of any of your school age children. Then type in that child’s birth date.
7. Click Submit.
8. Choose a user name.
9. Choose a password. (must be 8 characters long)
10. Confirm your password.
11. Select secret question – Answer the question.
12. Type in your e-mail address.
13. After receiving the Confirmation message, click “Proceed to get started with Instant Alert.
14. Note: Remember your Login Name and Password so you may 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 this school.

Configure alert settings for yourself

1. Click on “Alert Setup.”
2. To add additional contact device, click on select device – choose the device.
3. Type in the specific phone number/text device/or e-mail address.
4. Select name that device is attached to.
5. Click Add.
6. Select the alert level for which you want that device contacted.
7. 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.”
8. For e-mail, text messaging and pagers you may send yourself a test message. Click on “Send Test Message” to send yourself a message.