Honeywell Instant Alert®
Member ("Staff") User Interface

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

Minimum Requirements

Register and create your account
1. Go to the Honeywell Instant Alert for Schools website, listed above. In the boxes to the right for 'New User? Sign up now!' select School Staff. On the next screen, select **New Jersey** as the State/Providence and **Childrens Corner School and Liberty Corner Church** as the District
2. Members and friends of Liberty Corner Presbyterian Church will be designated as 'school staff' in the Honeywell Instant Alert system. Add your **First Name** and **Last Name**. If you don't find your name, please enter your spouse's first name. Follow the prompts to complete the registration screens.
3. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
4. *Note*: Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself or your family
1. Upon successful login, click on 'My Profile.'
2. Click on your name to view and edit details about yourself or your family. Please make sure that your name is spelled correctly, and update your Home/Primary phone number as appropriate. Your Mobile may be the same as your Home/Primary number. If you enter the provider, you will be able to receive texts.

Configure alert settings for yourself or your family
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 contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
4. You are also able to set the days and times you would like your phones to receive alerts. For example, if you did not want your cell phone to receive alerts while you were sleeping, you could set the start time to 6:00am and the end time to 10:00pm. The system allows you to set different times for the weekday and weekend. You have the flexibility and control to set up your phones in many different ways.
5. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

Future log in attempts
1. Go to the Honeywell Instant Alert for Schools website, listed above.
2. Log in using your User Name and Password selected during registration.
3. If you want to edit your Personal Profile, select 'Staff.'

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.