

Honeywell Instant Alert Setup for Parents

Please follow these steps:

1. Go to <https://instantalert.honeywell.com>
2. Locate the button: **New User? Sign up now!** It is located on the right side of the screen.
3. Click on the **Parent** link
4. Select State: Ohio
5. Select District: Delaware Area Career Center
6. Enter the First Name, Last Name and Date of Birth of your student

This will bring you to the screen where you can set-up your login account:

1. Choose an username that you can easily remember
2. Choose a password that you can easily remember. It must be at least seven characters long. Passwords are case sensitive.
3. You will also be asked to select a secret question and provide an answer. This is a back-up in case that you forget your password.
4. Click Submit

You should see a screen confirming your registration. Click **Proceed**

This will bring you to the **My Family** screen where it should show the name of each Parent/Guardian and the names of the student(s). Each Parent/Guardian should click on their name to edit their Contact Details and Alert Settings.

Check and update your Parent Profile (Contact Details):

1. Click on your name to go to your profile
2. Check the home phone number to make sure that it is correct
3. You can add a work phone number if desired
4. You can add an additional mobile phone number if desired
5. You can also set this up to text message your mobile phone by selecting and indicating your phone service provider in the space following the mobile phone number. (Text messaging fees may be charged)
6. You can add an email address if desired
7. You can add a pager address if desired
8. Click Save

Configure Alert Settings for yourself:

1. Click the Alert Setup button in the menu bar at the top
2. You should see each of your devices listed with a set of five checkmark boxes to the right of it. Check the boxes for the types of notifications that you would like to receive on each device. These are the types of notifications that DACC will be using the system for:
 - School Closing (also weather delays)
 - High Importance (Emergencies)
 - General
3. Click Save
4. For email, text messaging and pagers you may send yourself a test message. Click on "Send Test Message" to send yourself a message.

Additional Functions

- Alert History – Shows list of alerts that have been sent to you
- Other Contacts – Allows you to add additional contacts for your children

For assistance please send email to: InstantAlertHelp@Honeywell.com