

***Important Message from the
Spotswood School District Superintendent's Office***

Honeywell Instant Alert System

Dear Parents:

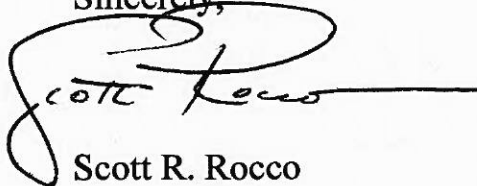
Please remember to **update your contact information** in our Instant Messaging Alert system if you are **new** to the district or if you have had any **changes** in your home or cell phone numbers and email addresses. Your home phone number is entered into the system by the district. It is up to you to add any other information.

When choosing the form of "Alert Setup", it is advisable to check off "Emergency Alert" in order to receive messages for school closings, delays or unscheduled early dismissals, and for important announcements. This system permits you to enter your account and **edit it to include other forms of notifications such as your email address, cell phone, text messaging, pagers or PDA.** You can also add other contacts such as a relative, a baby sitter, etc. Be advised that emergency notifications can be sent to any device.

If you want to continue to receive general district, school and community notifications, please check the email/text only field and remember the device you register must be able to open attachments.

Please take advantage of this opportunity to expand the ways in which we can reach you in an emergency or just communicate with you regarding district information. For additional information and assistance with the process, please visit our website at www.spotswood.k12.nj.us and click on "Honeywell Instant Alert". Thank you.

Sincerely,



Scott R. Rocco
Superintendent of Schools

OVER

If you have not registered for Honeywell, please register and create your account!

Go to Honeywell Instant Alert website at <https://instantalert.honeywell.com>.

1. Click on "Parent" in the New User box;
2. Complete the student information form. Enter child's first and last name;
3. Click "Submit";
4. Complete the corresponding screen. Click "Submit";
5. After receiving the Confirmation message, click "Proceed" to get started;
6. *Note:* Remember your Login Name and Password so you may use it to update your profile. Your password is case sensitive.

View and check details about yourself and your family members (click icons on top of screens)

1. Upon successful login, click on "My Family";
2. Click on a parent name (the father's and mother's name is usually the default) 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. 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. 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 Contacts" and complete form;
3. If you would like this person to receive alerts from the school;
4. **Do not click on the "Pickup Rights" check box.** For emergencies, your school will refer to the information provided at the beginning of the school year. If changes are necessary, please contact your school principal in writing. The school district will not recognize any information on the website for "Pickup and /or Custody Rights";
5. Click on "Save" when all other functions are completed.

Additional Functions

View History Alerts:

1. 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.