

# Honeywell Instant Alert™ for Floyd County Public Schools

## Parent User Instructions

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**Website URL:** <https://instantalert.honeywell.com>  
For Assistance: [InstantAlertHelp@Honeywell.com](mailto:InstantAlertHelp@Honeywell.com)

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### Minimum Requirements

#### Register and create your login account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are a parent, click 'Parent' in the New User box. (If you are also a staff member you do not need to create a new login if you have previously created your account using the staff instructions. However, you will be prompted to choose your role when logging in (options will be staff or parent). Choose the parent role and follow the instructions below beginning with the 'My Family'.)
3. Select state: Virginia
4. Select district: Floyd County Schools
5. Type in the first and last name of any of your school age children. Then type in the child's birth date.
6. Click 'Submit'.
7. Choose a user name.
8. Choose a password (must be at least 8 characters.)
9. Confirm your password.
10. Select secret question; and Answer the question.
11. Type in your e-mail address.
12. After receiving the Confirmation message, click 'Proceed' to get started with *Instant Alert*.
13. 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 **MY FAMILY TAB**

1. After successful login, click the 'My Family' tab.
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 **ALERT SET UP TAB**

1. Click 'Alert Setup' tab.
  2. To add an additional communication device, click 'Add New Device'; then choose the device. This will allow you to add numbers, text devices and email addresses as ways to be contacted.
  3. Type in the specific phone number/text device/or e-mail address.
  4. Select the person who has access to the communication device.
  5. Click 'Add'. (Several communication devices can be added using this process).
  6. Select the alert level for which you want each device contacted. This allows you to choose which types of messages are to be sent to which numbers, text devices or email addresses. For example: You may only want general messages to be sent to your home number while emergency messages might be sent to home, work, cell and email. It's up to you in how you will be contacted.
  7. For e-mail, text messaging and pagers you may send yourself a test message. Click 'Send Test Message' to send yourself a message.
  8. If information is correct, click 'Save'.
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### Additional Tabs

#### View History of Alerts **ALERT HISTORY TAB**

Click 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

#### Identify key contacts for your children **OTHER CONTACTS TAB**

1. Click 'Other Contacts' tab.
2. Click 'Add New Contact' and complete the form. **PLEASE NOTE: Floyd County Public Schools does not use the 'pick up' checkbox option as a way to indicate who has permission to pick up your child from school. That information should be given to and is handled by the main office of your child's school.**
3. Click 'Save' when complete.
4. If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.