

Honeywell Instant Alert™ for Floyd County Public Schools

Staff User Instructions

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

For Assistance: InstantAlertHelp@Honeywell.com

Minimum Requirements

Register and create your login account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. Click on 'Staff' in the New User box.
3. Select state: Virginia
4. Select district: Floyd County Schools
5. Type in your first and last name.
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 **MY PROFILE TAB**

1. Upon successful login, click 'My Profile' tab.
2. Click on your name to view and edit details.

Configure alert settings for yourself **ALERT SETUP TAB**

1. Click 'Alert Setup'
 2. To add additional contact device, click 'Select device'; then choose the device.
 3. Type in the specific phone number/text device/or e-mail address.
 4. Select name that device is attached.
 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 'Add.'
 8. For e-mail, text messaging and pagers you may send yourself a test message. Click 'Send Test Message' to send yourself a test message.
 9. If information is correct, click 'Save'.
-

Additional Functions

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.
