

October 21, 2008

Dear Parents:

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school has decided to implement a new system called Instant Alert for Schools.

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Included in this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Add contact information of other caretakers of your children, such as a grandparent or neighbor

The system is now ready to use at <https://instantalert.honeywell.com>. Directions for registering and updating your information are attached.

If you do not have access to a computer we suggest that you utilize a computer at the Thomas Crane Public Library. If you need assistance with your profile, please use the "Help Request" link found on the Instant Alert web site, or contact the school at 617-984-8729. We hope you enjoy this new service!

Sincerely,

Christine Barrett
Principal

DIRECTIONS FOR PARENTS TO REGISTER AND UPDATE INFORMATION

1. Go to the website <https://instantalert.honeywell.com>
2. Click on “parent” in the new user box
3. Authentication Screen
 1. Parents enter information about their child/children
 2. Complete information/click submit
4. Parent Registration Screen
 1. Parents enter username, password and email address
 2. Complete information/click submit

Now that a parent is registered in the system they can enter/edit their contact information and how they want to be notified. You will need to complete information under each tab.

My Family	Alert Setup	Alert History	Other Contacts
Edit parent profile enter work phone #, cell # email, etc.	Select how you want to be contacted.	Check on previous messages	Enter other emergency contact information

My Family

5. Edit Parent Profile
 1. Parent clicks on their name
 2. Options to: Enter work phone #, cell phone #, email, etc.
 3. Click Save

Alert Setup

6. Setup how you want to be contacted
 1. Click the desired check boxes
 2. Option to send test message, Click Save

Alert History

7. View previously sent messages

Other Contacts

8. Add additional emergency contact names
 1. Add new contact information details
 2. Click Save

NEED HELP: Email instantalerthelp.honeywell.com