

Staff Interface

As a staff member working in a school subscribed to Honeywell Instant Alert, you can create and manage your account by adding and/or editing personal information. You can configure devices and select a language to receive alerts.

Accessing Instant Alert as a Staff Member

If you are a first time user, you must authenticate to Instant Alert to gain access. Complete the following procedure to access the Instant Alert application if this is not the first time you are logging on:

1. Enter the URL for accessing the Instant Alert application in the Web browser.
Result: *The Instant Alert **Login** page appears.*
2. Enter **Login Name**.
3. Enter **Password**.
4. Click **Login**.
Result: *If you are a staff member without any administrator privileges the **History of Alerts** page appears. If you have administrative privileges, proceed with step 5.*
5. Select **Staff**.
Result: *The **History of Alerts** page is displayed.*

Authenticating as a Staff Member

Complete the following procedure if you are a new user and want to authenticate to Instant Alert:

1. Enter the URL for accessing the Instant Alert application in the Web browser.
Result: *The Instant Alert **Login** page is displayed.*
2. Click the **School Staff** link under **New User? Sign up now!**.
Result: *The **Authentication** page is displayed.*
3. Select the **State/Province** in which you work. This is mandatory.
4. Select the **District** in which you work.
5. Enter the following information about yourself:
 1. **First Name**
 2. **Last Name**
6. Click **Submit**.
Result: *The **Login Info** page appears if your name is not shared by another person in the school's database. If another person shares your first name and last name, the **Telephone (Home)** field is displayed. Enter your home telephone number and click **Submit**. The **Login Info** page appears.*
7. Enter a name with which you would like to access Instant Alert in the **Choose a User Name** field. This is a mandatory requirement.
8. Enter a password of your choice in the **Choose a Password** field. This is a mandatory requirement.
Note: Your password should be at least seven characters long.
9. Re-enter the password you have chosen in the **Re-enter Password** field. This is a mandatory requirement.
10. Select a **Secret Question**. This is a mandatory requirement.
Note: This question will be asked in case you forgot your password.

11. Enter an answer to the secret question. This is a mandatory requirement.
Note: Enter an answer and remember it. This answer must be provided when you forget your password.
12. Enter your **Email Address**. The email address must be in the format emailid@domain.ext
13. Click **Submit** to complete the authentication process. The **Confirmation** page is displayed. You can click **Proceed** to log on to Instant Alert
or
Reset to enter new data
or
Cancel to return to the Login page.
Result: *The **My Profile** page appears.*
Note: If your authentication is wrong, Instant Alert provides you the Help Desk address on the fourth wrong attempt.

Changing Your Password

Complete the following procedure to change the Instant Alert access password:

1. Click the **Change Password** link displayed on every page at the top right-hand corner.
Result: *The **Change Password** page is displayed.*
2. Enter **User Name**. This is a mandatory requirement.
3. Enter **Old Password**. This is a mandatory requirement.
4. Enter **New Password**. Your password must be at least seven characters long. This is a mandatory requirement.
5. Re-enter the new password in the **Confirm New Password** field for confirmation. This is a mandatory requirement.
6. Click **Change Password** to save the new password or **Reset** to enter a new password.
Result: *A success message is displayed after the password change.*

Getting a New Password

Complete the following procedure to obtain a new password in case you forget your existing password:

1. Enter the URL for accessing the Instant Alert application in the Web browser.
Result: *The Instant Alert **Login** page is displayed.*
2. Click the **Forgot Password** link.
Result: *The Instant Alert **Authentication** page is displayed.*
3. Select the **State/Province** in which you work.
4. Select **School District/Private School** in which you work.
5. Enter the following information:
 - **First Name**
 - **Last Name**
6. Click **Submit**.
Result: *The **Login Info** page appears if your name is not shared by another person in the school's database. If another person shares your first name and last name, the **Telephone (Home)** field is displayed. Enter your home telephone number and click **Submit**. If you had set a secret question and secret answer while authenticating to Instant Alert, enter the secret answer. The **Choose a Password** and **Re-enter Password** fields appear.*
7. Enter the new password in the **Choose a Password** field.

8. Enter the new password again in the **Re-enter Password** field.
Result: *Your new password is displayed. Use this new password to log on to Instant Alert.*

Managing Alerts

Alerts are notifications sent to you in case of changes in schedule or emergencies or any communication by the school.

Use the **Alert History** tab to:

- View the List of Alerts
- View Alert Details
- Delete Alerts

Use the Alert Setup tab to:

- Set Up Alert Receipt
- Delete Device Details
- Edit Device Details

Alert History

Use the **Alert History** tab to:

- View the List of Alerts
- View Alert Details
- Delete Alerts

Viewing the List of Alerts

After successfully logging on to Instant Alert as a staff member, you will see the **History of Alerts** page. This page displays a list of alerts sent to you. You can choose alerts sent to you filtered by date, when the alert was sent, and the type of alert.

However, if you have clicked another tab and want to view the **History of Alerts**, complete the following procedure to view the list of alerts sent to you:

1. Click the **Alert History** tab.
Result: *The **History of Alerts** page is displayed.*
2. Select the **From** date by clicking the date picker and selecting a **From** date.
3. Select the **To** date by clicking the date picker and selecting a **To** date.
4. Select the **Alert Type**.
Note: All is the default selection. If you are interested in a certain type of alert sent to you, choose that type from the **Alert Type** list. Each school may have its own category of alerts listed in the **Alert Type** list. (*Please refer to the **Alert Descriptions on the school's web page***)
Note: If you leave the date fields blank and click **View Alerts** all alerts until the current date are displayed.
5. Click **View Alerts**.
Result: *A list of alerts matching your search criteria is displayed.*
6. Click **Clear Search** if you feel you have entered the wrong criteria or if you feel you are done with a particular search and want to begin a fresh one.
Result: *All fields are cleared of the search criteria you have entered allowing you to begin a fresh search.*

Viewing Alert Details

Every alert sent to you contains information such as a description, the type of alert, date and time it was sent, and so on.

Complete the following procedure to view the details of an alert:

1. Click the **Alert History** tab.
Result: *The **History of Alerts** page is displayed.*
2. Select the **From** date by clicking the date picker and selecting a **From** date.
3. Select the **To** date by clicking the date picker and selecting a **To** date.
Note: The **To** date cannot be earlier than the **From** date.
Example: If you want to see all alerts sent to you in the month of say November, select 1st November as the **From** date and 30th November as the **To** date.
4. Select the **Alert Type**. Every school may have its own category of alerts listed in the **Alert Type** list. (*Please refer to the **Alert Descriptions on the schools' web page***)
5. Click **View Alerts**.
Result: *A list of alerts matching your search criteria is displayed.*
6. Click an alert name to view its details.
Result: *The following details are displayed:*
 - **Description**
 - **Alert Type**
 - **Date**
 - **Time**
 - **Sent By**
 - **School Name**
 - **Text Message**
 - **Complete Message**
7. Click the **Back to Alert History List** link to view the **History of Alerts** list.

Deleting Alerts

Complete the following procedure to delete alerts that you have already read and acknowledged:

1. Click the **Alert History** tab.
Result: *The **History of Alerts** page is displayed.*
2. Select the **X** button next to the alert you want to delete.
Result: *A confirmation appears asking you to confirm the deletion.*
3. Click **OK**.
Result: *The alert is deleted and a confirmation message appears.*

Alert Setup

Use the **Alert Setup** tab to:

- Set Up Alert Receipt
- Delete Device Details
- Edit Device Details

Setting Up Alert Receipt

You can configure Instant Alert to send alerts to your telephone, Email, mobile phone, and/or pager.

Note: The devices already listed in the **My Profile** page are added by default and you need not add them again.

Complete the following procedure to configure the alert:

1. Click the **Alert Setup** tab.
2. Select a device from the **Add New Device** list. You can choose to add a telephone, an email ID, a text messaging device, or a pager.
3. Enter **Device Details** for the device you just selected. If you selected a phone, text messaging device, or a pager, you must enter its address in the proper format. If you chose email as the new device you must enter an email ID in the proper format.
4. Select a name from the **Select Name** list. This list consists of the names of your name, your spouse's name and the names of any other contact you might have specified.
5. Click **Add**.
Result: *The device is added to the list of devices under the name you have chosen.*
6. Select the check-box(es) corresponding to the alert types that you want to receive on the device you have added.
Example: If you have added a phone number and you want only High Importance alerts to be sent to your phone number, select the **High Importance** check-box corresponding to the phone number.
7. Repeat steps 2 to 6 to add as many devices on which you want to receive alerts.
8. Click **Update** to save the details you have entered. Click **Reset** in case you want to cancel the changes you have made and revert back to the old details.

Sending a Test Message

Complete the following procedure if you want to check how the message function works:

1. Click **Test Message**.
Result: *The **Send Test Message** dialog box appears with all the numbers you have configured.*
2. Select **Routing Info** if you want to receive a test message on all device numbers you have configured or select the check box corresponding to the number on which you want to receive a test message.
3. Scroll down to the bottom of the **Send Test Message** dialog box and click **Send Test Message**.
Result: *A message is sent to the number(s) you have selected. A confirmation message appears.*
4. Click **Close** to close the **Send Test Message** dialog box.

Deleting Device Details

Complete the following procedure to delete a device:

1. Click the **Alert Setup** tab.
2. Select the **X** button next to the device you want to delete.
Result: *A confirmation appears asking you to confirm the deletion.*
3. Click **OK**.
Result: *The device is deleted and a confirmation message appears*

Editing Device Details

Complete the following procedure to modify the details of an already configured device:

1. Click the **Alert Setup** tab.
Result: The **Alert Setup** page appears.
2. Edit the device address.
3. Select the alerts that you want to receive on the device.
4. Click **Update** to save the changes
or
Reset to cancel the changes.

My Profile

The **My Profile** tab displays your details. You can view/edit your profile. Complete the following procedure to view/edit your profile:

1. Click the **My Profile** tab.
Result: *The **Staff Profile** page with your name appears.*
2. Click your name if you want to edit your profile.
Result: *The **Edit Staff Profile** page appears.*
3. Select/enter the following information:
 - **First Name** - This is a mandatory requirement.
 - **Last Name** - This is a mandatory requirement.
 - **Telephone (Home)** - Your residence telephone number. It must be in the format (123)555-0678. This is a mandatory requirement.
 - **Telephone (Work)** - The telephone number of the place where you work. It must be in the format (123)555-0678.
Note: Please check with your employer before entering a work phone.
Note: Instant Alert does not work with extensions at this time.
 - **Mobile Phone** - Your mobile phone number. It must be in the format (123)555-0678.
Note: In order to be able to receive text messages generated by Instant Alert on your mobile phone, you must select the name of your provider. To do this, select a mobile service provider's name from the list box next to the @ symbol. In case you don't find your mobile service provider's name select **Other**. A new text box appears. Enter the text address of your service provider in this text box. It should be of the format:
tendigitnumber@celltextaddress.extension
 - **Email Address** - Your email ID on which you want to receive alerts.
Note: Your email ID must be of the format:
emailid@domain.extension
 - **Pager Address** - Your pager number on which you want to receive alerts in the form of email messages.
Note: Your pager ID must be of the format:
tendigitnumber@domain.extension
 - **Preferred Language** - The language you want to receive alerts in. You can choose to receive alerts in English or Spanish. This is a mandatory requirement.
4. Click **Save** to save the new information
or
Reset to enter new data
or
Cancel to return to the **Staff Profile** page.