

## Instant Alert Parent Instructions

Go to the District 115 website ([www.lfhs.org](http://www.lfhs.org)) – click on “Instant Alert” or the Honeywell Instant Alert for Schools website <https://instantalert.honeywell.com>. **If you have created an Instant Alert Login Name and Password for District 67 or any other school district, you must create a different Login Name and Password for District 115.**

*If you have already created a Login Name and Password, simply enter this information to access the system.*

### First time users only

1. Click on ‘Parent’ in the New User box.
2. Complete the student form for any of your children attending District 115 (fields marked with \* are mandatory). Click ‘Submit.’
3. Complete the corresponding screen. Click ‘Submit.’
4. After receiving the Confirmation message, click ‘Proceed’ to get started with Instant Alert.
5. **Note:** Remember your Login Name and Password as you must use it to update your profile.

### View and check details about yourself and your family members

1. Upon successful login, click on ‘My Family.’
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 District 115. This information will roll over from year to year.

### 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.

### View History of Alerts

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.

Alerts List							
<input type="checkbox"/>	Email	All	School Closing	High Importance	Transportation	Activities	General
<input type="checkbox"/>	anne@email.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		1	2	3	4	5	6

Configure your contact information to receive information about:

1. **All** – Announcements for **ALL** the categories listed below. *(This checkbox only appears on your Email Alerts List.)*
2. **School Closings** – School Closings, late start school day, or other weather-related or emergency situations. **It is important that you select your primary phone number in this category** in addition to any other contact devices you may choose.
3. **High Importance** – Configure your information the same way you would for “School Closings.”
4. **Transportation** – Bus-related announcements or emergencies.
5. **Activities** – Announcements regarding **after-school** activities such as sports, clubs, performances, including non-emergency cancellations or changes. In addition to your email, you may wish to register your student’s email in this category.
6. **General** – All announcements regarding **school day events/academic classes**. In addition to your email, you may wish to register your student’s email in this category.

**For Assistance: [InstantAlertHelp@Honeywell.com](mailto:InstantAlertHelp@Honeywell.com)**