



# Clark Public Schools

365 Westfield Avenue • Clark, New Jersey 07066

**Edward Grande**  
*Superintendent of Schools*

Tel.: (732) 574-9600 x3392  
Fax: (732) 574-1456  
E-mail: [egrande@clarkschools.org](mailto:egrande@clarkschools.org)

August 1, 2018

Dear Parents and Guardians,

The Clark Public School District utilizes a state of the art message alert program in the form of the Honeywell Instant Alert System for Schools. This system is utilized in various scenarios requiring a timely dissemination of information within the school community. It is activated in the event of an actual emergency or for school closings, delays, and early dismissals. School officials will activate the system to deliver a single message to students' parents and guardians, staff members, and other registered members of the school community. These messages will be received through various media including telephone, cell phone, email, PDA, or any combination of these avenues of communication depending on the wishes of each particular registrant.

The Honeywell Instant Alert System for Schools has unlimited potential for additional uses as a result of its capability to customize group communications. Additional uses might include by the PTAs, clubs, grade levels, schools, or athletic teams in the event of changes in schedules or unanticipated developments.

In order for you to participate in the system, it is necessary for you to create a password protected online profile. To do this, you will need to log on to <https://instantalert.honeywell.com>. Attached to this communication you will find instructions, frequently asked questions, and additional information from Honeywell Instant Alert System for Schools. If you are already registered, you will need to make certain that your contact information is updated within the system in order to receive messages. In addition, it is recommended that you have your account set up to receive our email-only messages in addition to those accompanied by phone calls. Please note that you will need to separately update your contact information within the Genesis system as changes occur to this information.

Through the creation of an online profile, you will be able to do the following:

- Input your personal contact information, both home and work
- Select the type of school information for which you want to be contacted
- Add the names of additional contacts
- Specify communication devices for all contacts

Please wait until Friday, September 14 to access this system since the Honeywell company will need time with our data in order to complete the necessary processing on their end. In the meantime, kindly check the school and district websites for any important information such as school closures, etc. Should you encounter any difficulty with your online registration, please contact Terri Rodrigues at [trodrigues@clarkschools.org](mailto:trodrigues@clarkschools.org).

Thank you very much for your attention to this matter. My best wishes for a successful and fulfilling school year.

Respectfully yours,

*Edward Grande*

Edward Grande  
Superintendent of Schools



## **HONEYWELL INSTANT ALERT FOR PARENTS/GUARDIANS USER INTERFACE**

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

### **Minimum Requirements**

#### **Register and create your account**

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. Click on "Parent" in the New User box.
3. Complete the student information form then click "Submit."
4. Complete the corresponding screen then click "Submit."
5. After receiving the confirmation message, click "Proceed" to get started with Instant Alert.
6. *Note:* Remember your User Name and Password so you may 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 this school.

#### **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.

### **Additional Functions**

#### **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.

#### **Identify key contacts for your children**

1. Click on "Other Contacts."
2. Click on "Add New Contact" and complete the form.
3. Click on the "Pick Up Rights" check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
4. Click on "Save" when complete.
5. 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.

**FOR ASSISTANCE:**

[InstantAlertHelp@Honeywell.com](mailto:InstantAlertHelp@Honeywell.com)

**OR**

**Terri Rodrigues**

[trodrigues@clarkschools.org](mailto:trodrigues@clarkschools.org)

**CLARK PUBLIC SCHOOLS**  
Clark, New Jersey 07066

**HONEYWELL INSTANT ALERT SYSTEM FOR SCHOOLS**  
Frequently Asked Questions

**Q: In what situations will the Clark Public School District use the system?**

**A: In any situation in which school officials determine that information must be disseminated quickly and efficiently. In addition to situations involving the potential safety of students and staff, this will include school closings, delays and early dismissals due to weather. The system may be customized in the future to create group mailboxes to accommodate the needs of the various parent groups, teachers and district staff members.**

**Q. What happens if I don't receive a phone call, email, etc.?**

**A. Verify that your contact information is accurate.**

**Q. When I answered the phone call, the voice message started over. What's wrong?**

**A. When the dialing system detects some kind of noise (e.g., music) it assumes you are in a noisy environment and automatically begins the message over so that the person taking the call is able to hear it.**

**Q. When I attempt to register I receive an error message that reads "Invalid login details."**

**A. This message means that another Honeywell Alert user has already registered with the same user name.**

**Q. Are there any restrictions to the user name and password?**

**A. User names must be unique and are not case sensitive. However, passwords are case sensitive and need to be between 7 and 17 characters long.**

**Q. I use Internet Explorer on an Apple computer and when I hit buttons on my application nothing happens.**

**A: Sometimes the IE browser locks up. Look in the upper right hand corner of the browser to see if the IE logo is no longer animated. If it isn't, you must close the browser and open a new one. All the work you did up to that point will have been saved; or you can move to a different computer station and log in again.**

**Q. How many phone numbers/text addresses can be registered?**

**A: Unlimited.**

**Q. Who has access to the Honeywell customer database?**

**A: No one outside of Honeywell will be directly involved. All Honeywell Instant Alert database administrators are covered under a customer confidentiality agreement.**

**Q. What about data security and data sharing?**

**A: On the Honeywell homepage (<https://instantalert.honeywell.com>) click on the Privacy Statement at the bottom of the page. Honeywell will not sell, rent, loan, trade or lease any personal information regarding users.**

**Q. What about tech support?**

**A: Send an email to [InstantAlertHelp@Honeywell.com](mailto:InstantAlertHelp@Honeywell.com) You will receive a response within 24 hours on business days.**

**Q. What if Honeywell tech support is unable to help me?**

**A: Contact Terri Rodrigues, at [trodriques@clarkschools.org](mailto:trodriques@clarkschools.org)**