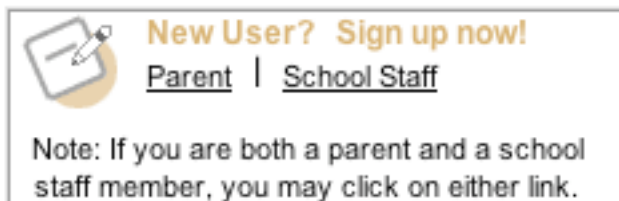


Setting Up Your Instant Alert Account

1. From the District 67 or District 115 home page click the link for Instant Alert.
2. In the New User section of the Instant Alert home page click the link for **School Staff**



3. Fill in the required information on the Authentication page. Then click **SUBMIT**.

Authentication *Mandatory Fields

*State/Province: *District:

*First Name: *Last Name:

4. When the confirmation screen appears click **PROCEED**.
5. If you wish, you may now enter additional phone numbers, text message information, etc. Then click **SAVE**.

Edit Staff Profile *Mandatory Fields

*First Name: *Last Name:

Contact Details

*Telephone (Home): () - Telephone (Work): () -

Mobile Phone: () - @

Note: If you select your provider, you will be able to receive text messages from Instant Alert on your cell phone.

Email Address: Pager Address:

Example: emailid@domain.ext Example: 6125550000@domain.ext

*Preferred Language:

6. Next click the **ALERT SETUP** button, under the blue border at the top of the page.

Honeywell

Instant Alert[®] for Schools







Welcome Sample Staff

MY PROFILE

ALERT SETUP

ALERT HISTORY

7. Put check marks next to all the numbers, e-mail address etc. on which you want Instant Alert to contact you. When you are done click **SAVE**.

Sample Staff								
		Devices	All	School Closing	High Importance	Transportation	Activities	General
X		(555)555-5551		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X		(555)555-5552		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X		(555)555-5555		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X		ssample@dfdf.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X		ssample@domain	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
X		5555555551@mobile.celloneusa.cor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

That's it! Instant Alert is setup and ready to receive messages when they are sent.

Please retain your Instant Alert username and password. Use them in the future whenever you want to change or add a phone number, e-mail address, etc.