Oregon
Episcopal
School

Dear Parents,

OES has contracted with the Honeywell Instant Alert notification system to enable quick communication to our families in urgent and emergency situations. We will use this system to contact you about school closures and delays, urgent campus situations (e.g., lockouts), and regional emergencies. The service delivers voice announcements, emails, and text messages, and it allows you to customize your profile to receive communications by any combination of these methods. In order for you to take advantage of this tool, you must log onto the Honeywell website, establish a user name and password, and configure your account. Here are some important instructions:

- This is an **OPT-IN** system. You will not receive any notifications unless you register.
- You must enter your student's name (and birthdate) exactly as we have entered it in the database—typically, full given names have been used.
- You'll notice that a fictitious number has been entered as your home/primary phone. Please enter the correct number.
- This is how we will use the "urgent" and "high importance" categories:
    - "Urgent": regional emergencies and other communications that are likely to be of immediate interest to all parents, even those who are outside the Portland area and do not interact with their students' daily schedules.
    - "High importance": school closures, delays, and urgent campus situations.
- We will continue to use email as the primary vehicle for important communications. We may use the Honeywell system to direct your attention to a time-sensitive email.
- We will also continue to use the FlashAlert system to announce weather-related closures and delays, as this is the mechanism by which the local media is notified. These events will also be communicated via the Honeywell system as "high importance" events.

Questions? The instruction sheet below will help guide you through the process. For additional assistance, please contact Rebecca Williams (williamsr@oes.edu, 503-416-9372.)

Best regards,

Jon von Behren
Director of Facilities

Honeywell Instant Alert® for Schools
Parent 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. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, you could instead click on 'School Staff' in the New User box.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. _Note_: Remember your Login 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. You are also able to set the days and times you would like your phones to receive alerts. For example, if you want your work phone to receive alerts only during the workdays, you could set the weekday start time to 8:00am and the weekday end time to 5:00pm and then uncheck the weekend box. Or, if you did not want your cell phone to receive alerts while you were sleeping, you could set the weekday start time to 6:00am and the weekday end time to 10:00pm and the weekend start time to 8:00am and the weekend end time to 11:00pm. You have the flexibility and control to set up your phones in many different ways.
5. 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.

For Assistance: https://instantalert.honeywell.com

Click on the **Help Request** link in the lower right hand side of the page

Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.