



ASSISTANT SUPERINTENDENT
of ADMINISTRATION

5937 Cove Road, N.W.

Roanoke, Virginia 24019

Phone: (540) 562-3900 ext. 10121 Fax: (540)562-3987

www.rcs.k12.va.us

February 6, 2008

Dear Parents/Staff,

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school system has decided to implement a new system called Instant Alert for Schools.

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather.

We will automatically send an alert to the home telephone number of students as listed in our Student Information System. In addition, Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Using this profile, you may designate additional communication devices, such as cell phones, PDA or email to also receive alerts. Included in this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Send yourself a test text message to make sure your text messaging contact information is entered correctly
- Add contact information of other caretakers of your children, such as a grandparent or neighbor

In addition to receiving communication alerts on your designated contact devices, the alert messages will also appear in your online profile. You can use this feature to read any alerts that may have been erased or deleted accidentally on your other contact devices.

The system will be ready for you to use at <https://instantalert.honeywell.com> when you receive this letter. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for emergency school-to-home communication and some schools may use it for more routine messaging. **Remember, alerts will automatically be sent to your home telephone number, even if you do not register for an account.**

If you need assistance with your profile, please send an e-mail to InstantAlertHelp@Honeywell.com, or contact the school. If you do not have access to a computer, please feel free to come to the school to use our facilities.

Directions for adding additional contact persons and telephone numbers are on the reverse side of this letter.

Honeywell Instant Alert

Staff/Parent Instructions

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

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are a parent, click on “Parent” in the New User box.
3. If you are a staff member in the school, click on “Staff” in the New User box. If you are both a staff member and a parent, you can register through either staff or parent.
4. Select state – Virginia.
5. Select district – Roanoke County Schools.
6. Type in the first and last name of any of your school age children. Then type in that child’s birth date.
7. Click Submit.
8. Choose a user name.
9. Choose a password. (must be 8 characters long)
10. Confirm your password.
11. Select secret question – Answer the question.
12. Type in your e-mail address.
13. After receiving the Confirmation message, click “Proceed to get started with Instant Alert.
14. 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. To add additional contact device, click on select device – choose the device.
3. Type in the specific phone number/text device/or e-mail address.
4. Select name that device is attached to.
5. Click Add.
6. Select the alert level for which you want that device contacted.
7. 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.”
8. For e-mail, text messaging and pagers you may send yourself a test message. Click on “Send Test Message” to send yourself a message.