



Inspiring all learners to
achieve excellence

BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220
BARRINGTON, ILLINOIS 60010

Honeywell Instant Alert Information

Barrington CUSD 220 subscribes to the Honeywell Instant Alert emergency call system. This system is used to alert parents and staff to the following:

- School Closings due to inclement weather
- Early Dismissal (unplanned)
- Emergency Situations (school closures, evacuations, etc.)
- Evening event cancellation due to inclement weather.

Within minutes of activation, a single message will be sent to our students' parents or guardians by telephone, cell phone, email, or text message in any combination.

The Instant Alert system is Internet based, allowing each family to maintain a secure, password protected online profile. You may access the system and create or update your profile by using the attached instructions. You may do this from any computer with internet access (home, work, etc.); if you wish to use a computer at your child's school, please call the school office to schedule an appointment. If you need assistance with your profile, please send an email to InstantAlertHelp@Honeywell.com.

If you would like to contact District 220, regarding The Instant Alert system, please send an email to: instantalert@cusd220.org

Your online profile will enable you to:

- Input personal contact information
- Select the type of information you would like to receive on each of your contact devices
- Send yourself a test message to make sure your contact information is entered correctly.

If you are a *NEW PARENT* in the district, Honeywell is currently entering you into the system. You should be able to create your profile by September 15, 2007. Until that time, please arrange to have someone notify you of any alerts.

We would appreciate it if you could keep your online profiles updated with any changes in phone numbers, email addresses, etc. Your cooperation in keeping this information up to date will greatly improve our ability to get important messages out quickly and reliably. Thank you for your attention to this matter.

Instant Alert Sign In Procedures for Parents

1. Go to <https://instantalert.honeywell.com>
2. **Login.** If you are a new parent, you may need to click on '**Parent**' below the login boxes. (If you are a staff member in the school, use the user ID and password given to you by the school.)
3. Upon successful login, click on '**Alert Setup**'

Check the boxes (Phone, Email, Text Messaging, Pager) to select each person's contact device information.

Check the boxes in the appropriate column to select *which alert type you would like to have sent to which device.*

You may send yourself a test message. Click on '**Send Test Message**' to check if the address has been entered correctly.

4. Click '**Save**' when you complete.