

# **ATTENTION PARENTS / GUARDIANS**

## **INSTANT ALERT SYSTEM**

Safety is the main concern when transporting students to school. Therefore in the event that inclement weather or any emergency requires that the start of the school day be delayed or closed, the announcements will be made over local TV, radio stations, and the **INSTANT ALERT SYSTEM**. School officials will make every effort to make the announcement as early as possible, but specific weather conditions or circumstances may cause the announcement to be delayed until 6:30 a.m. (example: fog, ice storm setting in after busses are out, or fog about to lift).

All students families have been entered into the Instant Alert System. **IT IS THE PARENT RESPONSIBILITY TO KEEP YOUR INFORMATION CURRENT**. Please check your information in the system and make any necessary corrections so that you will receive these notices by following the steps below:

- Step 1: Open a web browser and navigate to: <https://instantalert.honeywell.com/>
- Step 2: \*\*If you have already created your password – Enter your User Name and Password  
\*\*If you are a New User ---- click on Parent Link under “New User? Sign up now!”
- Step 3: Select Ohio in the State/ProvinBox, and Select Benton-Carroll-Salem in the District Box.
- Step 4: Enter the first name, last name, and date of birth for one of your attending children, and click the submit button.
- Step 5: Fill in the requested information to create a login user name and password for your account. Then click the submit button.
- Step 6: Confirmation Click on Proceed
- Step 7: Click on a Parent Name  
Edit Parent Profile  
Make any necessary changes on this screen  
Click Save
- Step 8: Also click on “Alert Setup” at the top of the screen and make any necessary changes on this screen – You may choose the type of messages you wish to receive on your different devices (e-mail, cell phone, home phone, etc.)

**ALWAYS REMEMBER TO CLICK SAVE AFTER YOU MAKE CORRECTIONS!**

**PLEASE KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE!**