

HAMBURG SCHOOL DISTRICT

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Mr. Roger A. Jinks, Jr.
Chief School Administrator

Mr. William J. Sabo
Business Administrator/Board Secretary

Mrs. Kimberly Sigman
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8 November 2016

Honeywell

Instant Alert® for Schools

Dear Parents,

A recent update to Honeywell Instant Alert has allowed for the integration of information from OnCourse, our student information system, into Honeywell. This integration will ensure that parent contact information that is regularly updated in OnCourse will be automatically updated in Honeywell.

If you would like to continue managing your Instant Alert contact information, you may continue to do so. However, once you login and update information in the Instant Alert system, it will override updates made from OnCourse. Therefore, if your contact information (i.e. cell #, email address, etc.) changes, you will be responsible for updating that information in the Honeywell Instant Alert system.

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
- Set the days and time of days you would like your phone devices to receive alerts
- View the alerts that have been sent to you in the past

If you would like to manage the Instant Alert information on your own, the system is ready for you to use at <https://instantalert.honeywell.com>. If you prefer to allow updates to be made through OnCourse, then do nothing and all your information will remain up-to-date.

If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right hand side of the page, or contact the school at 973-827-7570. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. If you do not have access to a computer, please feel free to come to the school to use our facilities. We hope you enjoy this new service!

Sincerely,

Mr. Roger A. Jinks, Jr.

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Chief School Administrator

Learners Today... Leaders Tomorrow