



# ST. JOHN-ENDICOTT COOPERATIVE SCHOOLS

*St. John School*  
301 W. Nob Hill  
St. John, WA 99171  
(509) 648-3336  
Fax: (509) 648-3451

*Endicott School*  
308 School Drive  
Endicott, WA 99125  
(509) 657-3523  
Fax: (509) 657-3521

## Instant Alert Information

We are working with the Honeywell Instant Alert System to ensure that all families receive our alerts.

### ***In the case of any school delays or closures...***

- You should receive an automated phone call or message between 6:00-6:30am.
- Local TV stations (KREM, KXLY, KHQ) will also have the information on TV and on their website.

You can receive our messages via phone, text, and/or email. To update or make changes to your contact information, please follow the directions below...

- ▶ <https://instantalert.honeywell.com>

On the right hand side of the screen there is a box that says:

"New User? Sign up now!"

- ▶ Click on **Parent** or **School Staff** accordingly

The Authentication page appears

- ▶ Select State/Province: **Washington**
- ▶ Select School District: **St. John - Endicott School District**
- ▶ PARENTS: Input the following information for one of your students:  
**First Name, Last Name and Date of Birth**
- ▶ Click **SUBMIT**

The Login Info page appears

- ▶ Choose a User Name: **Must be unique within the database**
- ▶ Choose a Password: **Must be at least 7 characters**
- ▶ Re-enter Password: **Must match the above password**
- ▶ If desired, you can enter your Email Address, however, this is optional
- ▶ **Write down User Name and Password for future use!**
- ▶ Click **SUBMIT**

The Confirmation page appears

- ▶ Click **Proceed**

The Parent Profiles page or Staff Profile page appears

- ▶ Choose your name under Parent or Staff accordingly

The Edit Parent Profile page or Edit Staff Profile page appears

- ▶ Double check this information is correct, make changes if necessary
- ▶ Click **SAVE**

PARENTS: If there is a second parent listed in your household, double-check their information by following the above steps after clicking on their name instead of your own.

***Please turn over for further instructions...***

Next:

- ▶ Click on **ALERT SETUP** (tab near the top of the page)

The Alert Setup page appears

Under each person's name you will see devices currently setup to receive alerts.

To add a new device: *(If you don't need to add a device, skip to 5<sup>th</sup> arrow down.)*

- ▶ Add New Device: (Select one) **Phone, Email, Cell Text or Pager**
- ▶ Device Details: **Enter email address or phone number associated with the device**
- ▶ Select Name: **Select which person to add this device to**
- ▶ Click **ADD**

The page will refresh and the new device will appear below the person it was added to.

- ▶ Select the first check box (All) next to the device you wish to be notified via in case of closure, delay or other schedule changes. This will select all of the types of alerts for you.
- ▶ Adjust call times if desired.
- ▶ Click **SAVE**

You have the ability to SEND A TEST MESSAGE; we highly encourage you to do this to ensure all devices are input correctly! Simply click the red **SEND TEST MESSAGE** button under your devices and a popup box will appear. Select which device(s) you would like to receive the test message on and click red **SEND TEST MESSAGE** button. You will receive a confirmation that the test message has been sent and you can close the popup. Instantly you will receive the test message to your device(s).