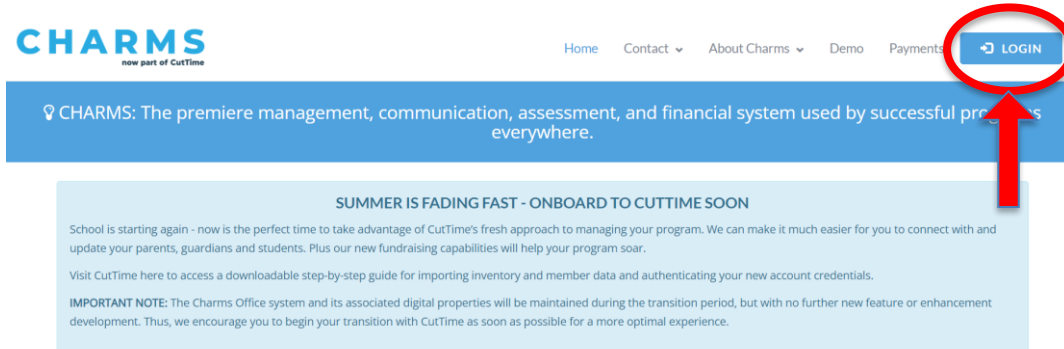




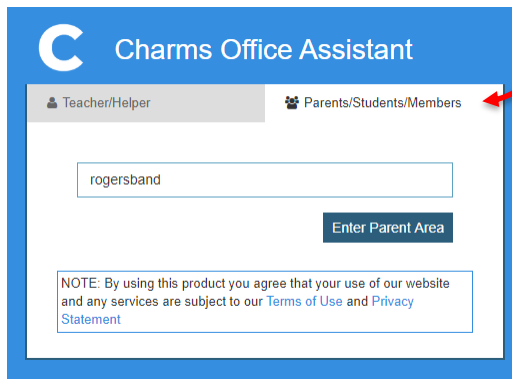
Charms Login Instructions

Please follow these instructions to setup your Charms Login:

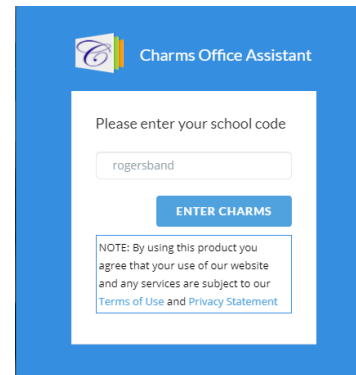
1. Here is the link to access Charms – <https://www.charmsoffice.com/>
2. Click on the blue “LOGIN” and then select “Parents/Students/Members”



3. Enter our school code: **rogersband**
 - a. Click Enter Charms (it may look like one of these two. Make sure you have chosen the Parent/Students/Members tab)

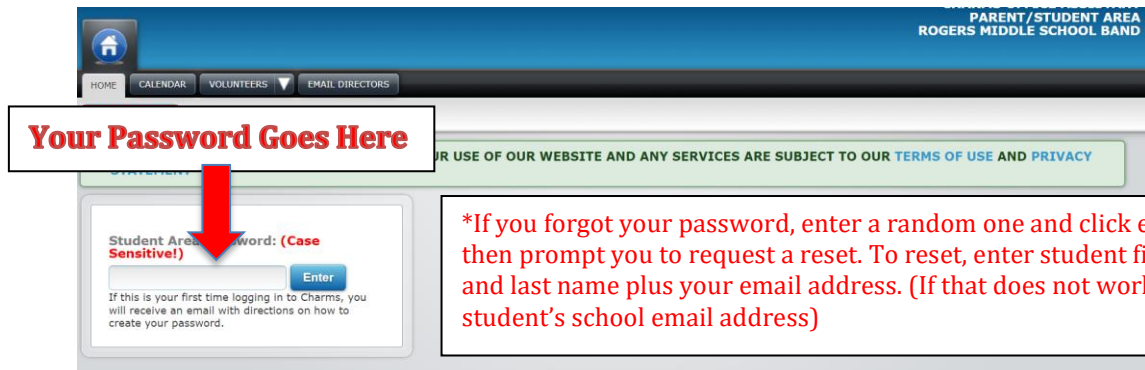


OR



4. You should have received an email from the directors to create a new Charms password. Use this password in the Student Area Password section. If you missed the window to create your password, please visit [THIS LINK](#).

- If you forgot your password, type in a fake one, click enter, and click “Forgot Password”.
- If you DID NOT receive a password, please email Mr. Neugent at cjneugent@prosper-isd.net with your child’s FULL NAME and STUDENT ID NUMBER. He will need this information to create your account.
- NOTE: **You only get 24 hours to create a password.** After that, the link becomes inactive and you need to click [THIS LINK](#).

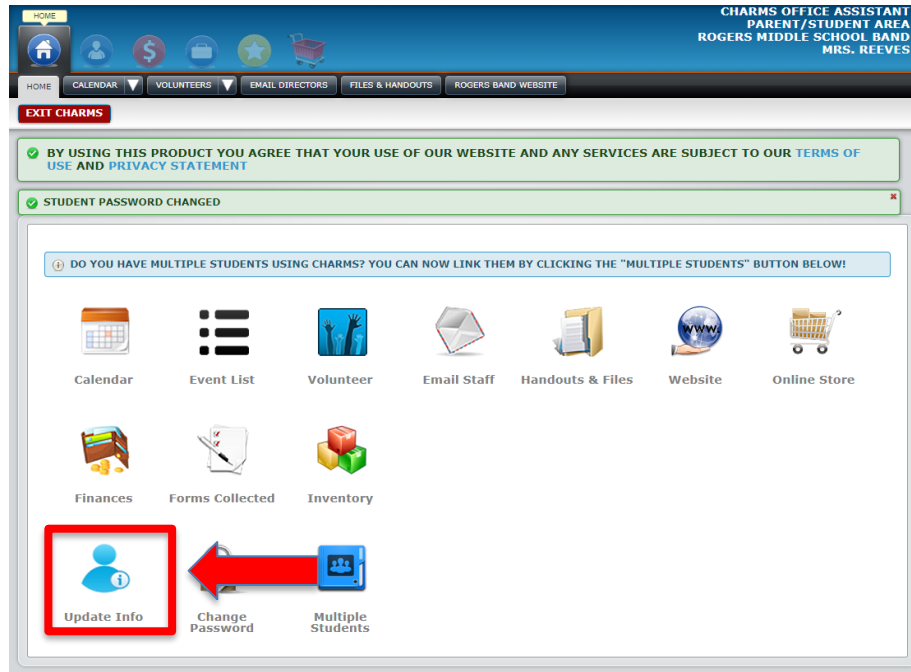




Update the Student and Adult Information

Once you have logged into Charms, this is the Main Portal

1. Click the “Update Info” icon



2. Update all student info; ***Please double check the T-Shirt size***
3. Check adult information or “Add New Adult” info at the bottom (shown by the red arrow). Add any email address you would like to have. When you are done, click the “Update” button (green arrow) in the top right hand corner to save your work.

Update Student Detail - Mrs. Reeves EXIT CHARMS Update

STUDENT INFORMATION UPDATED

Mrs.'s Information

Student ID	90012020	Sex	<input type="text"/>
First Name	<input type="text" value="Mrs."/>	Locker	null Combination none
Middle Name	<input type="text"/>	T-Shirt Size	<input type="text"/>
Last Name	<input type="text" value="Reeves"/>	Primary Group	Beginner Brass
Address	<input type="text" value="null"/>	Other Groups	School-owned instrument
City, St Zip	<input type="text"/>	Instrument/Part:	Part 1: Euphonium Part 2: Not Assigned Part 3: Not Assigned
Phone	<input type="text"/> Cell	Shirt Size	<input type="text"/>
E-mail	<input type="text" value="null"/>		

Personal Instrument

Mr. Ferman's Information Add New Adult