

Charms Login Instructions

Please follow these instructions to setup your Charms Login:

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

	Home Contact ~	About Charms 🗸 Rese	ources Get Trial	Features 🗸 Dem	no Payments - LOGIN
♀ CHARMS: The premiere m	anagement, commu	nication, assessmen everywhere.	t, and financial	system used by	S Parents/Students/Members
			Clc mus ma and co	ud-based ic program nagement mmunicati	ion

- 3. Enter our school code: rogersband
 - a. Click Enter Charms (it may look like one of these two)

C Charms Offic	ce Assistant		Charms Office Assistant
Teacher/Helper rogersband NOTE: By using this product you age and any services are subject to our Statement	Parents/Students/Members	OR	Please enter your school code rogersband ENTER CHARMS NOTE: By using this product you agree that your use of our website and any services are subject to our Terms of Use and Privacy Statement



4. Enter your child's PISD student ID# (i.e. 90010000), click enter to the right

	CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA ROGERS MIDDLE SCHOOL BAND
HOME CALENDAR VOLUNTEERS V EMAIL DIRECTORS	
EXIT CHARMS	
BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR WEBSITE AND ANY SERVICES AN USE AND PRIVACY STATEMENT	RE SUBJECT TO OUR TERMS OF
Student Area Password: (Case Sensitive!)	
Public Calendar Email Staff Website	

5. You'll be directed to change your password. Enter your child's ID as the old password and then you can set up a new password and a hint.

hange Stu	dent Password	
PLEASE	CHANGE YOUR CHARMS PAS	SSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER.
	Current Password/ID:	•••••
	New Password:	
		Password must be a minimum of eight characters long, a second sec
C	onfirm New Password:	••••••
	New Password Hint:	Mrs. Reeves is #1
	1	Change Password

You should be logged in and be able to edit and add parent info. (directions below)

For Future Charms logins: www.charmsoffice.com

- Enter School Code: rogersband
- Password: It is the password you created (no longer student ID#)



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.

L INFORMATION CHAI	NGE PASSWORD		
STUDENT INFORM			
Mrs.'s Infor	mation		
Student ID	90012020	Sex	~
First Name	Mrs.	Locker	null Combination none
Middle Name		T-Shirt Size	
Last Name	Reeves	Primary Group	Beginner Brass
Address	null	Other Groups	School-owned instrument
City, St Zip	P	Instrument/Part:	Part 1: Euphonium Part 2: Not Assigned Part 3: Not Assigned
Phone	Cell	Shirt Size	
E-mail	null		
Personal Instr	ument [
Mr. Forman's Infor	mation		