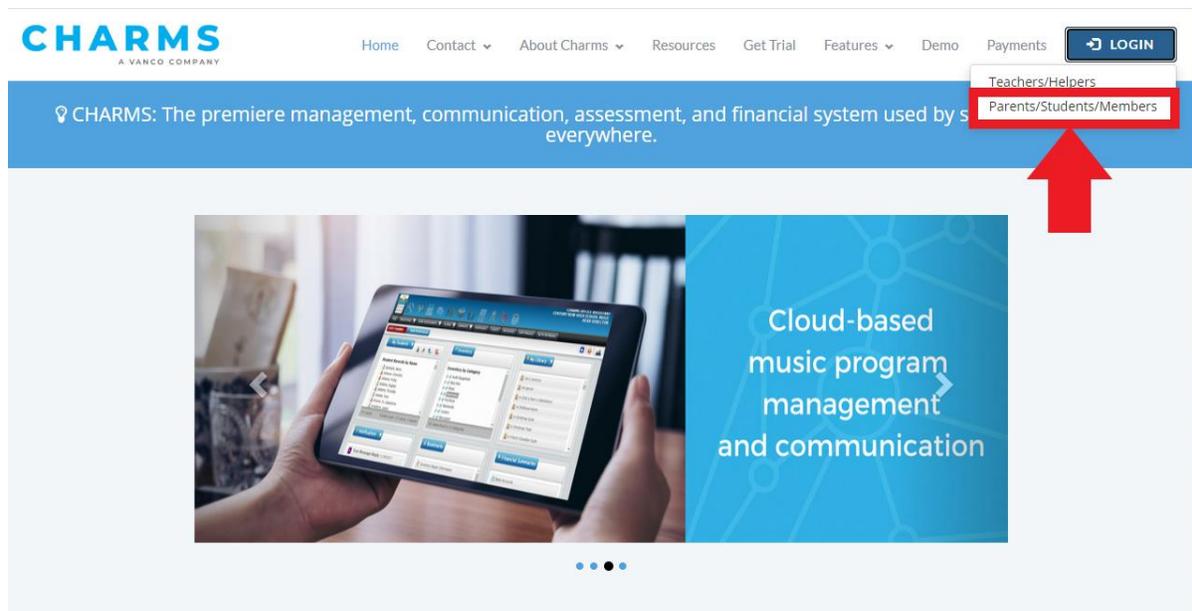




## Charms Login Instructions

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)

OR



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

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.

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

For Future Charms logins: [www.charmsoffice.com](http://www.charmsoffice.com)

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



## 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.