

CHARMS INSTRUCTIONS FOR HOME

FIRST, PLEASE ENTER OR UPDATE YOUR STUDENT'S PERSONAL INFO AND YOUR PARENT INFO. TO DO THIS, FOLLOW THESE INSTRUCTIONS.

Step 1: Go to www.charmsoffice.com

Step 2: click on the Parent/Student/Members. Log-In on the top right corner.

Step 3: Login using the following school code: **connallyhsband**

Step 4: Enter your student's 6-digit school ID number in the Student Area Password box & click "Enter".

Step 5: Once you are logged in, you may change your password by clicking on the keyhole icon on the bottom left part of the page.

Step 6: This is where we really need your help! Click on the blue "**Update Info**" icon at the bottom left. Please fill in any missing information and update any information that has changed. Please fill in as much as you can. PHONE NUMBERS SHOULD BE ENTERED **WITHOUT ANY () OR -**. For example, **5125940865**.

Step 7: If you have adults listed below in blue, please update the info for each adult. If you don't have adults listed, click "Add New Adult" at the bottom and create a page for each parent or interested adult, with contact information.

Step 8: Click the green "Update" button on the top right. If you don't do this, your changes will not be saved!

IF YOUR CHILD IS NOT LISTED OR THE ID IS INCORRECT, PLEASE HAVE STUDENT SEE MR. TELLES DURING SUMMER BAND TO CORRECT IT.