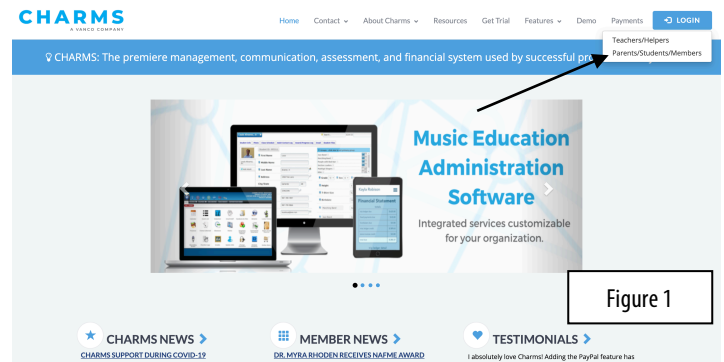


CHARMS Music Database Assistant

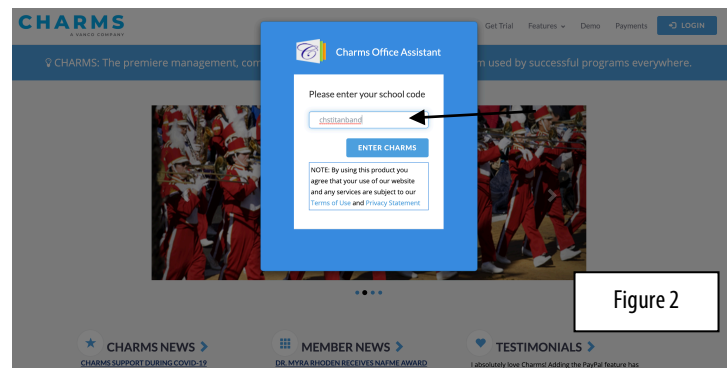
Welcome to the CHARMS database! We use charms to keep student information and to send out email communications

Please visit <http://www.charmsoffice.com>

Under LOGIN, click “PARENTS/ STUDENTS /MEMBERS” (Figure 1)

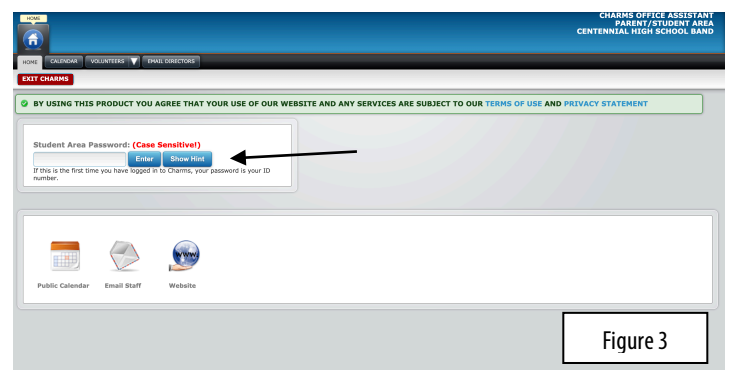


Once you have clicked that (Figure 2), enter the school code: **chstitanband**



The first time a student/parent accesses charms, the Password is the student's ID number (the one they use in the cafeteria, library, etc.).

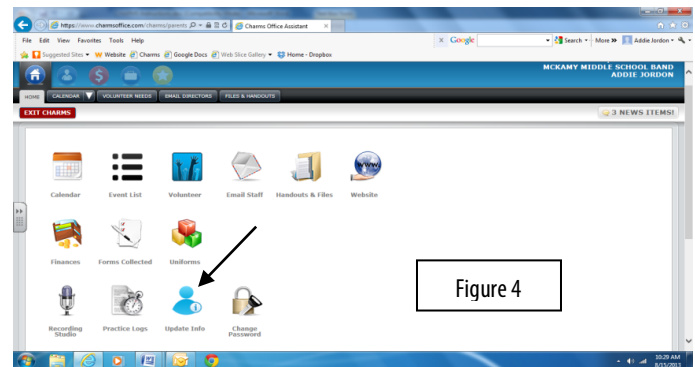
CHARMS will prompt you enter a new password after your initial login.



TO UPDATE STUDENT/ PARENT INFO & ADD EMAIL ADDRESSES

Click on “Update Info” (Figure 4)

Please enter ALL information in the appropriate places.

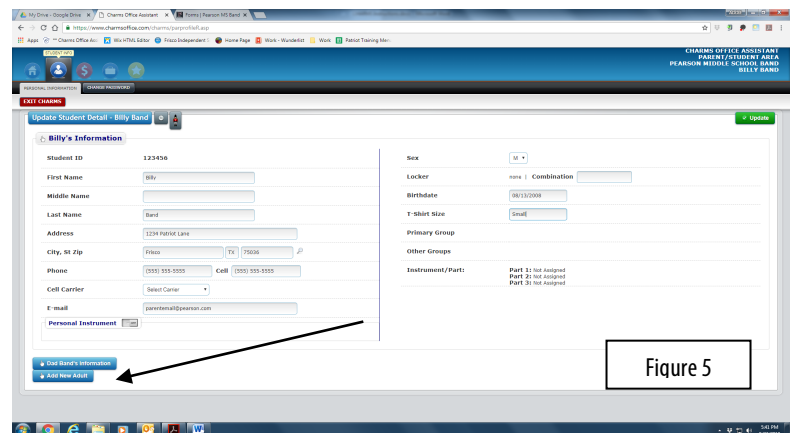


After you are finished, please make sure to press the green **UPDATE** button at the top right corner to save all information.

To Add a Parent:

Click Add New Adult (Figure 5)

Please fill out information for adult 1



After you are finished, please make sure to press the green **UPDATE** button at the top right corner to save all information.