


We will once again be using Charms as a means of managing various facets of the choir program. Please take some time and update your profile and familiarize yourself with the program. Information on how to get started is listed below.

How to access parent/student information in

CHARMS

- Log on to www.charmsoffice.com, and click the “ENTER/LOG IN” link at upper right.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your child’s program account using the following School Code:

KingwoodHSChoir

- When you enter your child’s ID NUMBER as a **Student Area Password**, another more detailed screen appears with even more options to view your student’s financial records, forms and inventory. Once you have first entered this ID number, you may create your own, unique password by clicking on the “lock” (**Change Password**) icon.
 - o To update **Personal Information** - Click the **Personal Info** button to make changes to your child’s student information page (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively.
 - o To pay for **mandatory choir fees, upcoming events, optional choir t-shirts, booster club fees, setup a sponsorship, or make a donation to the choir booster club**, click on the shopping cart, . Select the items you would like to purchase and select Paypal as your form of payment or you can select “Bill and Print”, then send in a check (made out to KHS Choir Boosters) or cash on one of the designated days that a booster club representative will be on campus to collect monies. **No student should ever give money to Mr. Watt or Mrs. Campbell. It must be given directly to a representative of the KHS Choir Boosters.**