

# Guideline for Use of Charms Office Assistant for Parents and Students

## Initial Login and Password Reset Module

▶ Atascocita High School Orchestra

# Login Page for Charms Office Assistant

## \*\* Charms Office Assistant

<https://www.charmsoffice.com/charms/login.asp> ▼

**Charms Office** Assistant. EXIT CHARMS ... Login to the Charms System. TEACHERS AND HELPERS ONLY ... Your Password: (case sensitive!) Enter Charms.

### Charms

Charms Parent/Student/Member Area. Please Enter Your School ...

[More results from charmsoffice.com »](#)

### Need School Code?

Need Parent/Student School Login Code? We take data security ...

## \*\*Charms Office Assistant

<https://www.charmsoffice.com/> ▼

**Charms Office** Assistant is the premiere management, financial, communication and assessment system used by successful programs everywhere.

## Charms Office Assistant

[www.charmsoffice.com/charms/parents.asp](http://www.charmsoffice.com/charms/parents.asp) ▼

**Charms** Parent/Student/Member Area. Please Enter Your School Code: (for a demo, please enter "cornchoir" or "ehsband") Enter **Charms**. Need School Code?

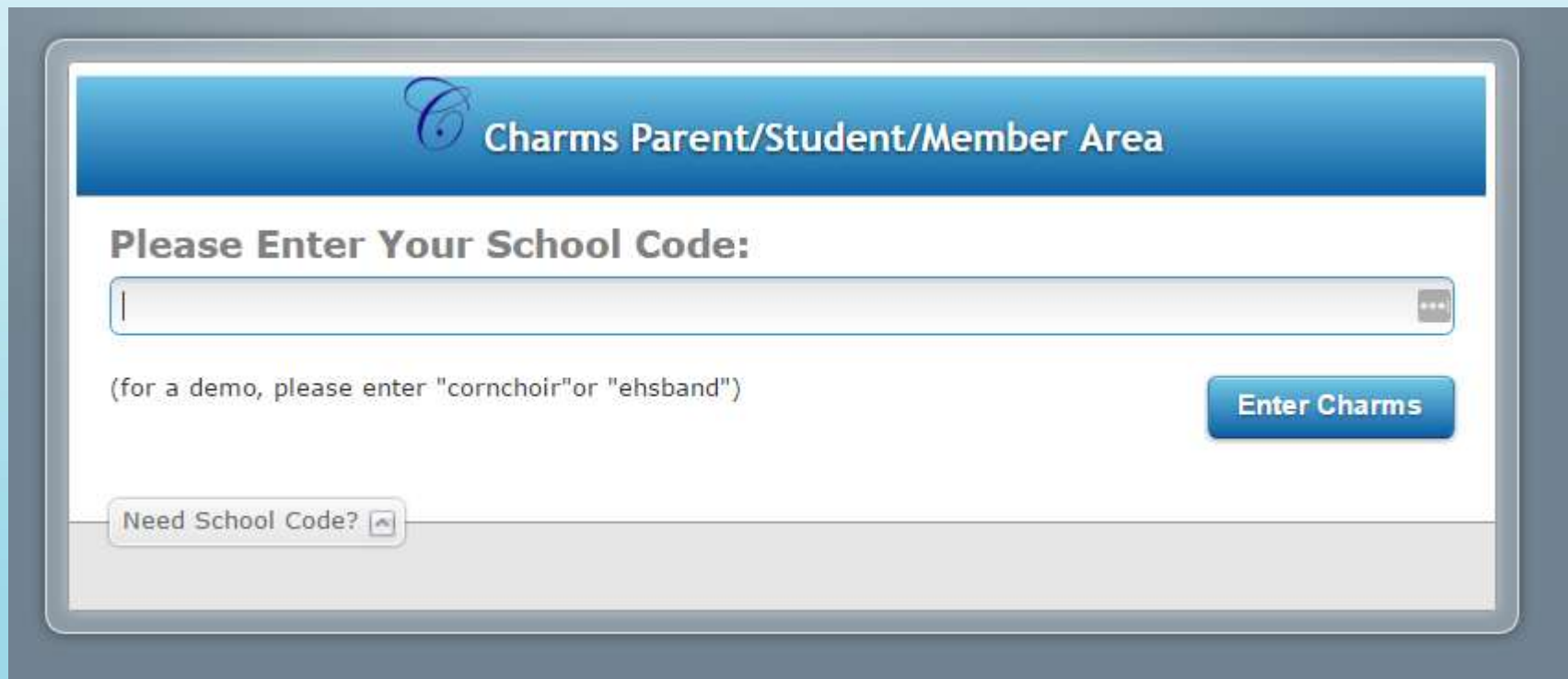
Either search for Charms Office Assistant and click on a link like this, or enter this URL address into your web browser.

## About Charms - Charms Office Assistant

<https://www.charmsoffice.com/about.asp> ▼

It is an all-encompassing **office** assistant, ready to go to work when you are. **Charms** keeps track of all your student, member, and adult information such as email ...

# First Login Screen




The screenshot shows a web interface for the "Charms Parent/Student/Member Area". At the top, there is a blue header with a logo and the text "Charms Parent/Student/Member Area". Below the header, the main content area is white and contains the following elements:

- A heading: "Please Enter Your School Code:"
- A text input field with a cursor and a small "x" icon on the right.
- A note: "(for a demo, please enter "cornchoir" or "ehsband")"
- A blue button labeled "Enter Charms".
- A link: "Need School Code?" with a small icon.

This is the screen you should see.

# School Code

 Charms Parent/Student/Member Area

**Please Enter Your School Code:**

atascocitahsorch

(for a demo, please enter "cornchoir" or "ehsband")

[Need School Code?](#)

**Enter Charms**

Enter atascocitahsorch, and then click the "Enter Charms" button

# Password Entry Page

CHARMS OFFICE ASSISTANT  
PARENT/STUDENT AREA  
ATASCOCITA HS ORCHESTRA

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

**EXIT CHARMS**

**Student Area Password: (Case Sensitive!)**  
 **Enter** **Show Hint**  
If this is the first time you have logged in to Charms, your password is your ID number.

**Trip Chaperone Password:**  
 **Enter**

**Non-Parent Volunteer ID:**  
 **Enter**

Public Calendar Email Staff Handouts & Files Website

Note – you should be in Parent/Student area. If not, go back to the beginning.

Type in initial password. It should be the 6 digit student ID number like 345678. Then click the “Enter” button.

# Home Screen

CHARMS OFFICE ASSISTANT  
PARENT/STUDENT AREA  
ATASCOCITA HS ORCHESTRA  
JEREMY CHAUVIN

To change from the default (student ID) password, click on the "Change Password" icon.

# Password Update Page

The screenshot shows a web interface for updating a student password. At the top right, it identifies the user as 'CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA ATASCOCITA HS ORCHESTRA JEREMY CHAUVIN'. The navigation bar includes 'PERSONAL INFORMATION' and 'CHANGE PASSWORD' tabs, with 'CHANGE PASSWORD' selected. A red 'EXIT CHARMS' button is visible. The main form area is titled 'Change Student Password' and contains a message: 'THIS STUDENT IS LINKED TO OTHER STUDENTS. THE PASSWORD WILL BE CHANGED FOR THE LINK AS WELL.' Below this are four input fields: 'Current Password/ID', 'New Password', 'Confirm New Password', and 'New Password Hint'. A green 'Change Password' button is at the bottom. A yellow callout box on the right contains the text: 'Fill out the fields to the left. Remember or record the new password for all future logins. Click "Change Password".'

CHARMS OFFICE ASSISTANT  
PARENT/STUDENT AREA  
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JEREMY CHAUVIN

PERSONAL INFORMATION CHANGE PASSWORD

EXIT CHARMS

Change Student Password

THIS STUDENT IS LINKED TO OTHER STUDENTS. THE PASSWORD WILL BE CHANGED FOR THE LINK AS WELL.

Current Password/ID:

New Password:

Confirm New Password:

New Password Hint:

Change Password

Fill out the fields to the left.  
Remember or record the new  
password for all future logins.  
Click "Change Password".

# Home Screen

CHARMS OFFICE ASSISTANT  
PARENT/STUDENT AREA  
ATASCOCITA HS ORCHESTRA  
JEREMY CHAUVIN

DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE "MULTIPLE STUDENTS" BUTTON BELOW!

Calendar   Event List   Volunteer   Email Staff   Handouts & Files   Website

Finances   Forms Collected   Absences   Point System   Inventory Uniforms Library   Instrument Insurance

Recording Studio   Update Info   Change Password   Multiple Students

This should bring you back to the Home Screen. To learn how to use some of the application features, please see additional tutorials on the AHS Orchestra website.