

Guideline for Use of Charms Office Assistant for Parents and Students

Updating Personal Information

- ▶ 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 ▼

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

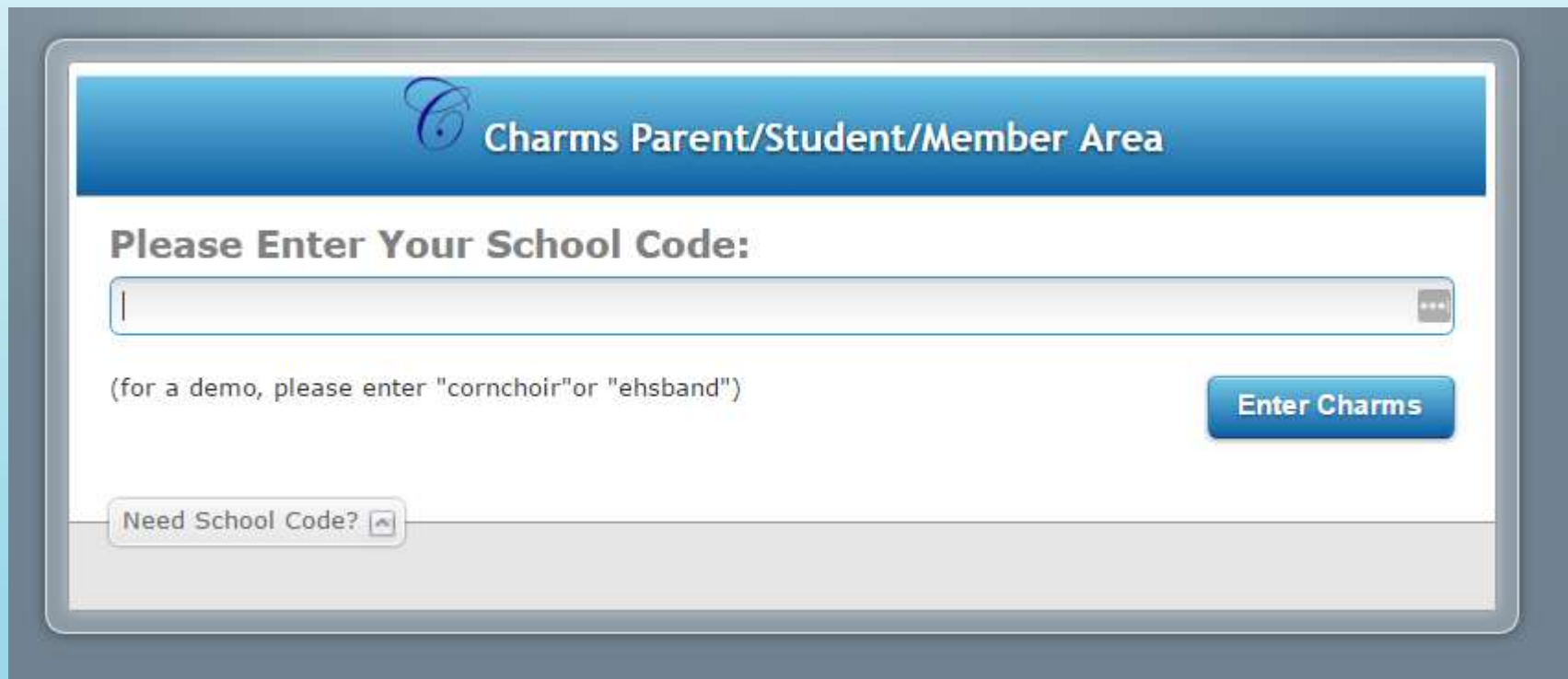
Either search for Charms Office Assistant and click on a link like this, or enter this URL address into your web browser.

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:

- Please Enter Your School Code:** A heading in bold black text.
- : A text input field with a vertical cursor on the left and a small 'x' icon on the right.
- (for a demo, please enter "cornchoir" or "ehsband")

: A line of text providing instructions for a demo.
- : A blue button with white text.
- : A button with a question mark 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")

Enter Charms

Need School Code?

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

Password Entry Page

HOME

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 into 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 you did not change the password in Module #1, type in the student ID number like 345678 before hitting the “Enter” button.

Home Screen

















HOME

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

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

EXIT CHARMS

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		

Once on the Home screen, click on the "Update Info" icon.

Update Student Detail

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

STUDENT INFO

PERSONAL INFORMATION CHANGE PASSWORD

EXIT CHARMS

Update Student Detail - Jeremy Chauvin

Add New Adult

Jeremy's Information

Student ID	[REDACTED]	Sex	M
First Name	Jeremy	Locker	NA Combination none
Middle Name	Michael	Birthdate	6/12/2002
Last Name	Chauvin	T-Shirt Size	
Address	18031 Crescent Royale Way	Primary Group	Chamber
City, St Zip	Humble TX 77346	Other Groups	
Phone	[REDACTED] Cell [REDACTED]	Instrument/Part:	Part 1: Cello Part 2: Not Assigned Part 3: Not Assigned
Cell Carrier	Verizon	T-Shirt Size	M
E-mail	[REDACTED]		

Personal Instrument OFF

Update

Your child's student ID should appear here. I've hidden my son's ID.

Please fill out all fields with your child's information. (I have covered some of my son's). Click on the "Update" button when complete.

Add New Adult

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

STUDENT INFO

PERSONAL INFORMATION CHANGE PASSWORD

EXIT CHARMS

Update Student Detail - Jeremy Chauvin

Add New Adult

Jeremy's Information

Student ID	[REDACTED]	Sex	M
First Name	Jeremy	Locker	NA Combination none
Middle Name	Michael	Birthdate	6/12/2002
Last Name	Chauvin	T-Shirt Size	
Address	18031 Crescent Royale Way	Primary Group	Chamber
City, St Zip	Humble TX 77346	Other Groups	
Phone	[REDACTED] Cell [REDACTED]	Instrument/Part:	Part 1: Cello Part 2: Not Assigned Part 3: Not Assigned
Cell Carrier	Verizon	T-Shirt Size	M
E-mail	[REDACTED]		

Personal Instrument OFF

Please add Adult information by clicking on the "Add New Adult" button.

Update

Populate the Add New Adult Form

Add New Adult

Copy Dotted Fields From Student?

Salutation	<input type="text"/>	Relation	<input type="text"/>
First Name	<input type="text"/>	E-mail 1	<input type="text"/>
• Last Name	<input type="text"/>	E-mail 2	<input type="text"/>
Work Phone	<input type="text"/>	Occupation/Skills	<input type="text"/>
• Home Phone	<input type="text"/>	Drivers License	<input type="text" value="Optional"/>
Cell Phone	<input type="text"/>	Carrier	<input type="text" value="Select Carrier"/>
• Address	<input type="text"/>		
• City, St Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. "Green Dot" information will be copied from previous student entries by clicking on this button. It can be changed if not correct for this form.

2. Please complete all fields to ensure Director's communication can reach all parents. It is not necessary to complete the Optional fields.

3. There is a green "Update" button not shown in this picture that must be clicked after all information has been entered.

Future Parent Information Updates

Update Student Detail - Jeremy Chauvin Update

STUDENT INFORMATION UPDATED

Add New Adult

Jeremy's Information

Student ID	[REDACTED]	Sex	M
First Name	Jeremy	Locker	NA Combination none
Middle Name	Michael	Birthdate	6/12/2002
Last Name	Chauvin	T-Shirt Size	
Address	18031 Crescent Royale Way		
City, St Zip	Humble TX 77346	Primary Group	Chamber
Phone	[REDACTED] Cell [REDACTED]	Other Groups	
Cell Carrier	Verizon	Instrument/Part:	Part 1: Cello Part 2: Not Assigned Part 3: Not Assigned
E-mail	[REDACTED]	T-Shirt Size	M

Personal Instrument

Mike Chauvin's Information

Gwendolyn Bromenshenkel's Information

Click on the red "Exit Charms" button (not shown on this screen) to complete this information update module.

Jeremy's parent information is saved and accessible by clicking on these buttons. For future updates to phone number, e-mail address, or other information, click on these buttons - then make corrections and click on the Update button at the top right of the screen.