

How to Access Parent/Student information in Charms

- Log on to www.charmsoffice.com and click "LOG IN" in the upper right corner
- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page
- Log in to your program account using the following School Code:
 - TigardMusic
- This will bring up the main "Public" page. This will allow you to look at the "public" calendar for your organization, event list, and handouts and other "publicly shared" files, as well as a few other options.
- The first time you go here, enter your School Student ID Number into the ***Student Area Password*** field. You will be directed to the Change Password screen, to set up a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password. There are also mechanisms to recover/reset a lost Username/Password - when you create your new password, create a "hint" as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account.
- After creating your personalized Username/Password, find the "***Update Personal Information***" tab.
 - Please make any changes to your information **and the info of your parents and guardians** including the following:
 - Phone numbers and cell carriers (this **must** be updated so we can send out mass messages, especially on trips)
 - Emails that you actually check regularly
 - Addresses
 - Shirt Size
 - Other Personal Information as you see fit
 - ******Note: This information will only be seen by Mr. Irving and Mrs. McKee.******
 - Do not add credit card information at this time. We are in process of setting this option up.
- You will also see a link to use the ***Recording Studio***. *We will discuss this more in class*
- The ***Calendar*** will list events, rehearsals, and volunteer/RSVP opportunities.
- You can download the Charms App to your smartphone -- search your app store for "Charms Parent/Student Portal" (or "Charms Blue").