



What Is Charms?

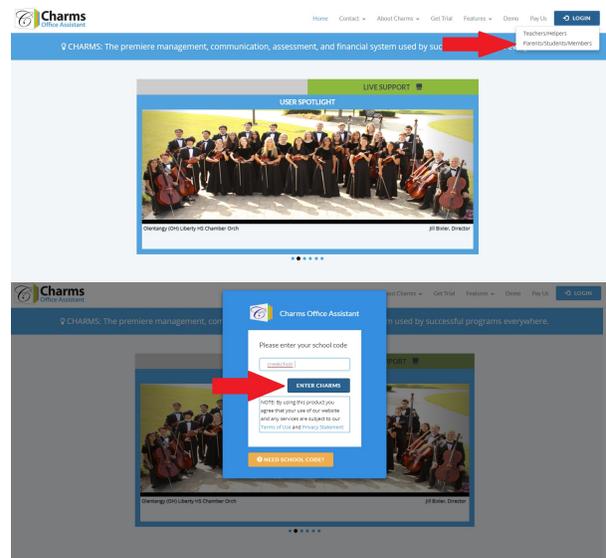
Charms is an online program that allows Mr. Park and Mr. Stultz to communicate with both parents and students about upcoming events and other vital information throughout the school year. For this reason it is important that every student has an updated and completed the contact information in his or her student account.

Student Set Up

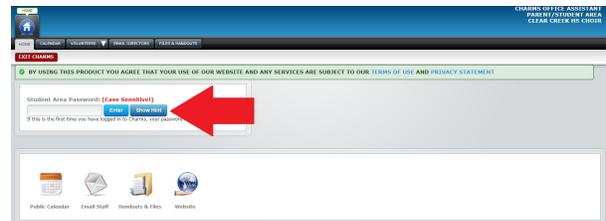
Students enter all required information at the beginning of the school year. This occurs in class to ensure all information is correct, reliable, and can be used through the end of the school year. Students who join the Clear Creek Choir program later in the year will need to update his or her information on their own by following the instructions below.

Go to
www.charmsoffice.com

- 1 Hover over login button on the top right of the home page and click “Parents/Students/Members.”
- 2 Enter “creekchoir” as the school code and click the “Enter Charms” Button



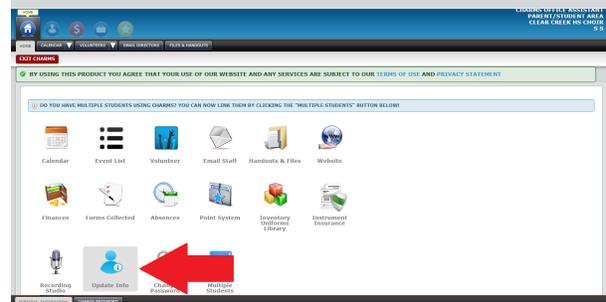
3 Enter your students ID for the “Student Area Password.” This includes any zeros.



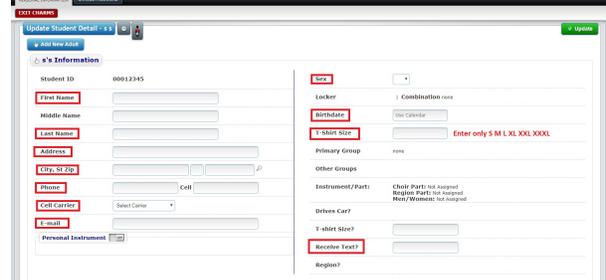
4 Ignore the password change request. Your password will be your students ID. Click the Home Button in the top left corner of the page.



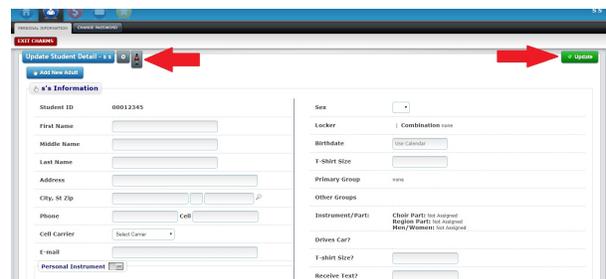
5 Click the “Update Info” icon on the Home Page.



6 Fill in almost every blank with correct spelling and spacing. This includes First Name, Last Name, Address, City, State, Zip, Phone (both if able), Cell Carrier, E-mail, Sex, Birthdate, T-Shirts Size, and Receive Text. For T-shirt size, only answer with S, M, L, XL, XXL, or XXL. For Receive Text, only answer with Y of yes or N for no.



7 Click the man in uniform button towards the top left of the screen and enter only your height. Then click “save” and close out. After that, click the “Update” button towards the top right of the page.



8 Once back on the student page, click the “Add New Adult” Button towards the top left of the page.

9 Fill in almost every blank space with correct spelling and spacing. This includes First Name, Last Name, Work phone/Home Phone/Cell Phone, Address, City, State, Zip, Relation, Email 1, and Email 2. When finished click the green update button in the top left corner.

10 If possible, add a second adult by repeating steps 8 and 9.

11 Double-check all student and adult(s) information. Click the red “Exit” button in the top left corner to sign out.

The top screenshot shows the 'Update Student Detail' page. A red arrow points to the 'Add New Adult' button in the top left corner. The page contains a form for updating student information, including fields for Student ID, First Name, Middle Name, Last Name, Address, City, St, Zip, Phone, Cell Carrier, E-mail, Personal Instrument, Sex, Locker, Birthdate, T-shirt Size, Primary Group, Other Groups, Instrument/Part, Drives Car?, T-shirt Size?, and Receive Text?.

The bottom screenshot shows the 'Add New Adult' form. Red boxes highlight the following fields: First Name, Last Name, Work Phone, Home Phone, Cell Phone, Address, and City, St Zip. A red arrow points to the 'Update' button in the top right corner.

This screenshot shows the 'Update Student Detail' page with a red arrow pointing to the 'Exit' button in the top left corner. The page contains a form for updating student information, including fields for Student ID, First Name, Middle Name, Last Name, Address, City, St, Zip, Phone, Cell Carrier, E-mail, Personal Instrument, Sex, Locker, Birthdate, T-shirt Size, Primary Group, Other Groups, Instrument/Part, Drives Car?, T-shirt Size?, and Receive Text?.