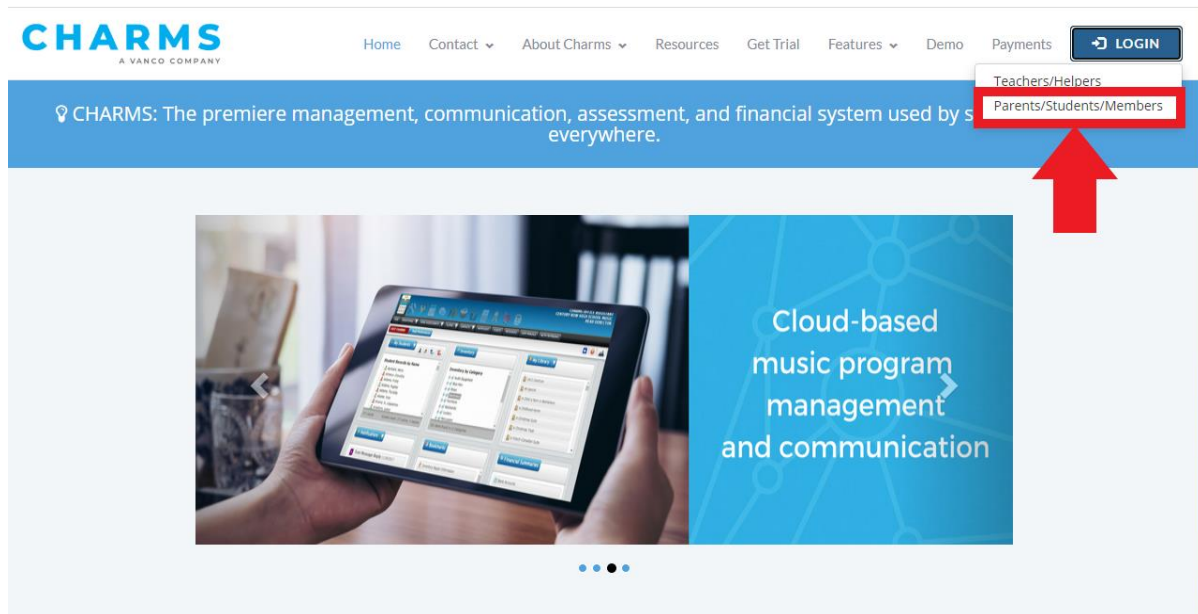


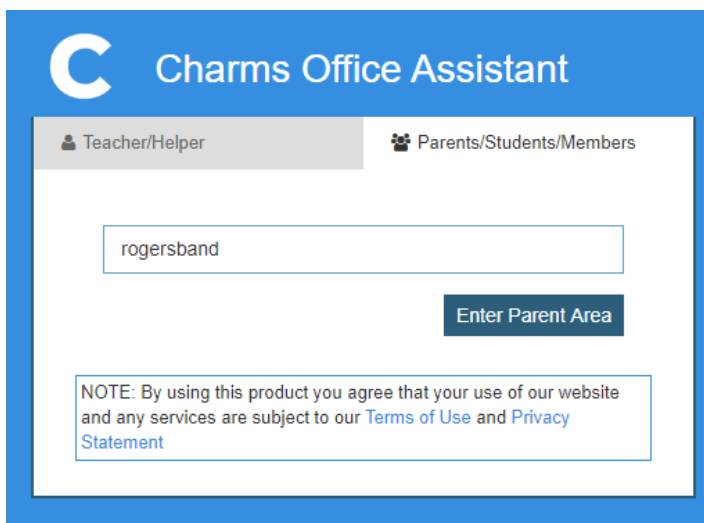
Charms Login Instructions

Please follow these instructions to setup your Charms Login:

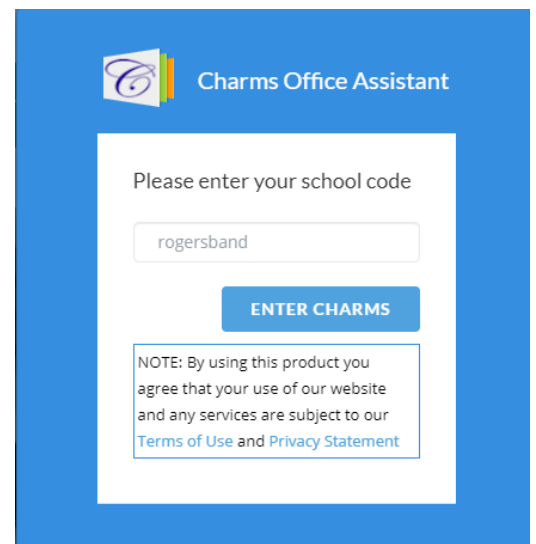
1. Here is the link to access Charms – <https://www.charmsoffice.com/>
2. Click on the blue “LOGIN” and then select “Parents/Students/Members”



3. Enter our school code: **rogersband**
 - a. Click Enter Charms (it may look like one of these two)



OR





4. Enter your child's PISD student ID# (i.e. 90010000), click enter to the right

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
ROGERS MIDDLE SCHOOL BAND

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS




EXIT CHARMS

✓ BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR WEBSITE AND ANY SERVICES ARE SUBJECT TO OUR [TERMS OF USE AND PRIVACY STATEMENT](#)

Student Area Password: **(Case Sensitive!)**

.....

If this is the first time you have logged in to Charms, your password is your ID number.

Public Calendar Email Staff Website

5. You'll be directed to change your password. Enter your child's ID as the old password and then you can set up a new password and a hint.

EXIT CHARMS

Change Student Password

✗ PLEASE CHANGE YOUR CHARMS PASSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER.

Current Password/ID:

New Password:

Password must be a minimum of eight characters long, including alpha and numeric characters and one capital letter.

Confirm New Password:

New Password Hint: Mrs. Reeves is #1

You should be logged in and be able to edit and add parent info. ([directions below](#))

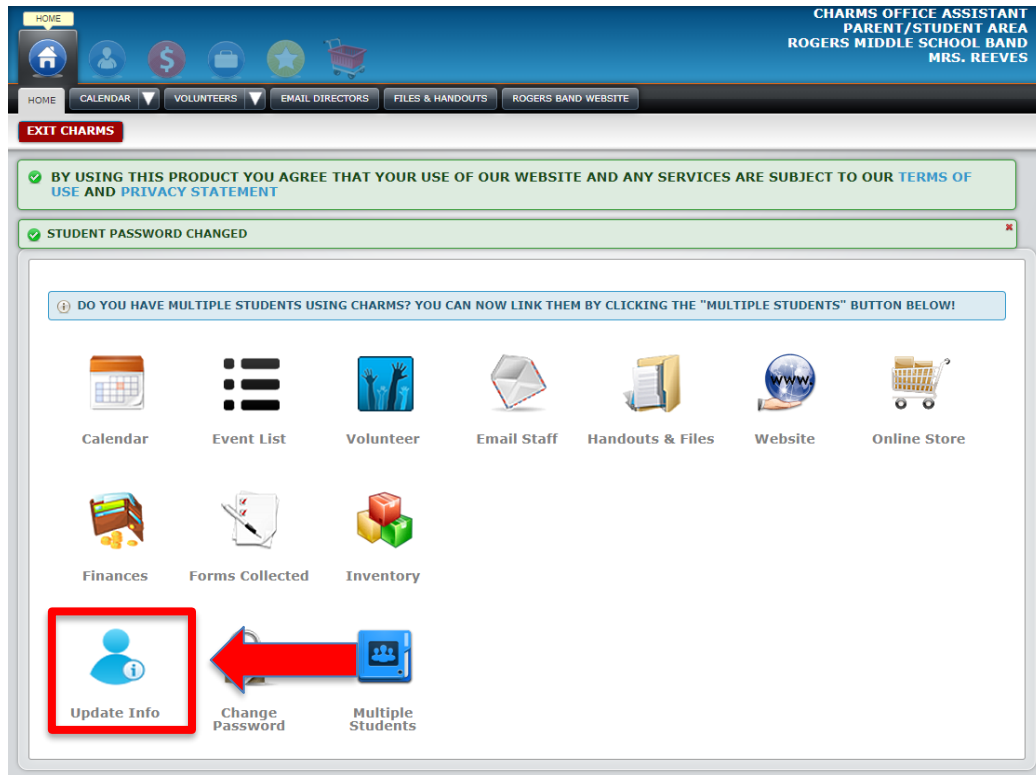
For Future Charms logins: www.charmsoffice.com

- Enter School Code: **rogersband**
- Password: It is the password you created (no longer student ID#)

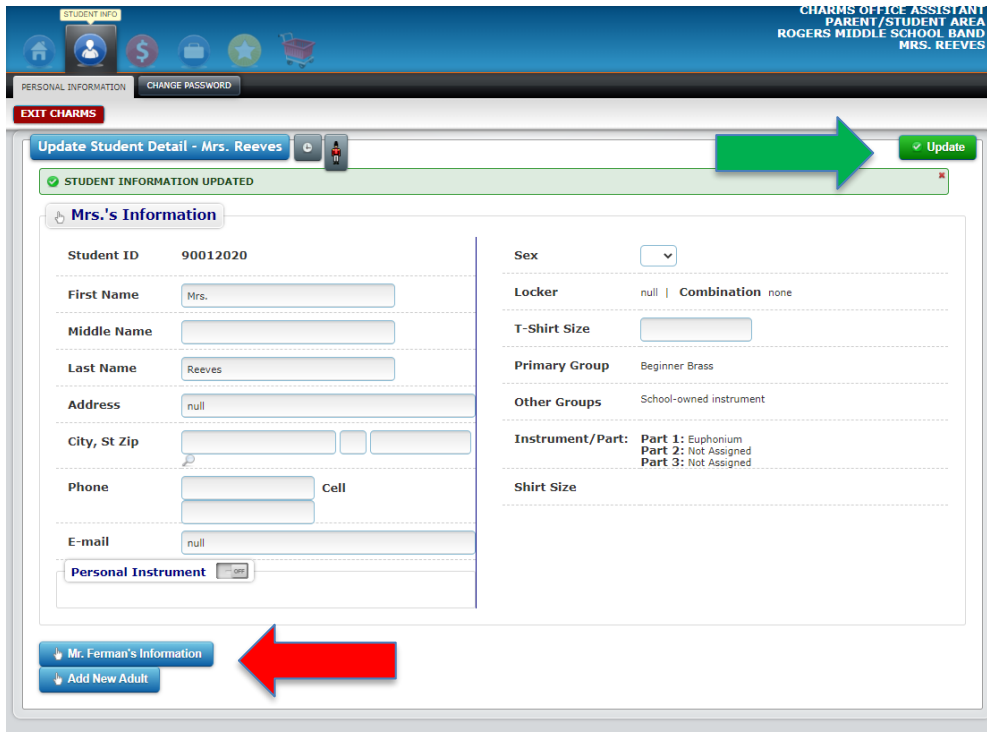
Update the Student and Adult Information

Once you have logged into Charms, this is the Main Portal

1. Click the "Update Info" icon



2. Update all student info; ***Please double check the T-Shirt size***
3. Check adult information or "Add New Adult" info at the bottom (shown by the red arrow). Add any email address you would like to have. When you are done, click the "Update" button (green arrow) in the top right hand corner to save your work.



The screenshot shows the "Update Student Detail - Mrs. Reeves" form. At the top right, it says "CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA ROGERS MIDDLE SCHOOL BAND MRS. REEVES". The form has a green "Update" button in the top right corner. A green arrow points to this button. The form contains fields for "Mrs.'s Information" and "Mr. Ferman's Information". The "Mrs.'s Information" section includes fields for Student ID, First Name, Middle Name, Last Name, Address, City, St Zip, Phone, E-mail, Sex, Locker, T-Shirt Size, Primary Group, Other Groups, Instrument/Part, and Shirt Size. The "Mr. Ferman's Information" section is at the bottom, with a red arrow pointing to it. There is also an "Add New Adult" button at the bottom left.