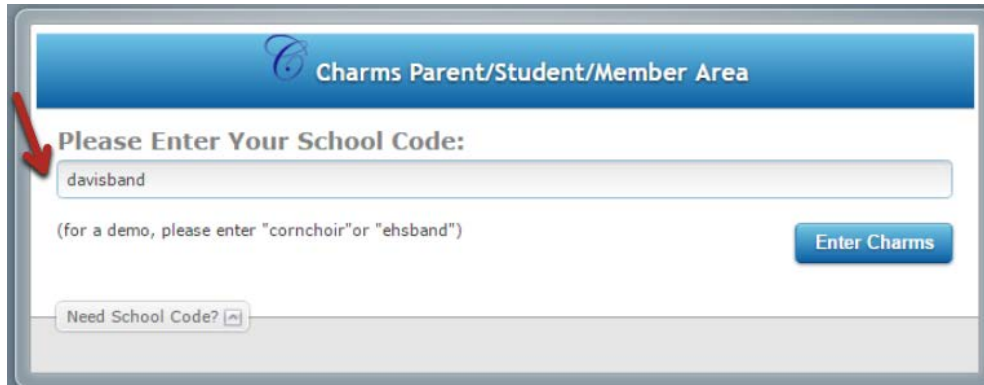


CHARMS

This is a web based program used by all music groups in Wylie ISD. It allows the directors, students, and parents to track student information, fundraising, forms turned in, fees paid, band calendar, and so much more. It also allows us to post documents for you to download and/or print. We use it often to send mass emails to each band student/parent to keep you better informed. Please double-check your entries. If you have any problems or questions, please contact us.

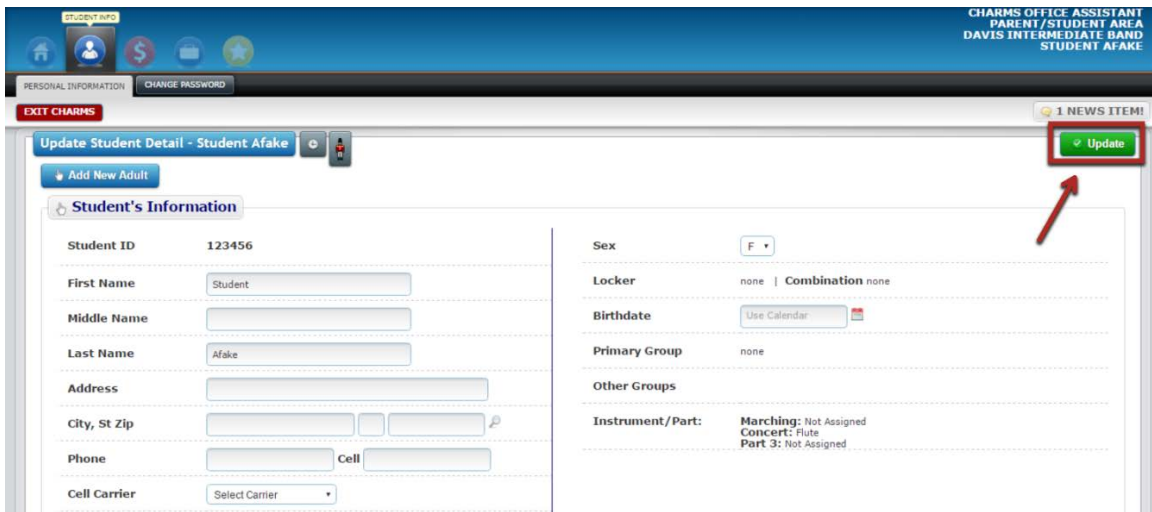
1. Open an internet browser and go to www.charmsoffice.com.
2. Scroll over "Login" at the top right of the screen and click on "Parents/Students/Members".
3. In the popup window that appears, type this school code: **davisband**



4. Click "Enter Charms" and it will take you to a general screen for Davis students. From this screen, you can email the directors, view the band calendar, and access handouts.
5. To open your student's individual account, enter their ID # where it says "Student Area Password."



6. Next, click on the "Enter" button. If CHARMS prompts you to change your password, follow the instructions.
7. After you have successfully logged in, click the icon that says "Update Info."
8. Please fill as many boxes on the page as you know the information for. Be sure to include accurate email addresses as this is our primary way of communicating with you. *If your email address should CHANGE during the year, please make the change in CHARMS so that you will continue to receive information.*
9. When you are done entering the student's information, click "Update" in the top right corner so that it will save.



10. Now go to the bottom and click on the blue button for the adult listed and fill out as many boxes as possible on this screen as well. *For faster entry, you can click on the button that says “Copy Dotted Fields from Student?” and it will enter the student’s info in the boxes automatically.*
11. You do not need to enter the occupation, driver’s license, or birth date of the adults.
12. When you are done entering the info for the first adult, click on “Update” to save.
13. Please enter at least 2 different adults for your student by clicking “Add New Adult”.
14. Click “Update” when you are finished so your information will be saved.

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
DAVIS INTERMEDIATE BAND
STUDENT AFAKE

PERSONAL INFORMATION CHANGE PASSWORD

EXIT CHARMS 1 NEWS ITEM!

Update Student Detail - Student Afake

Add New Adult

Student's Information

Student ID 123456

First Name Student

Middle Name

Last Name Afake

Address

City, St Zip

Phone Cell

Cell Carrier Select Carrier

Sex F

Locker none Combination none

Birthdate Use Calendar

Primary Group none

Other Groups

Instrument/Part: Marching: Not Assigned
Concert: Flute
Part 3: Not Assigned

Update

15. Now click “Exit Charms” to return to the CHARMS home page for the next person.

STUDENT INFO

PERSONAL INFORMATION CHANGE PASSWORD

EXIT CHARMS

Update Student Detail - Student Afake

Add New Adult

Student's Information

Student ID 123456

First Name Student

When you are done, you may complete the rest of the steps on your checklist.