

# CHARMS ONLINE INSTRUCTIONS

**Keep these instructions so you can update the website should your contact information change during the year—please update your own e-mail addresses if they should change.**

Be advised that you must click the “UPDATE” button in the top right corner in order to save your changes and information after it is entered.

1. Using your internet browser, go to <http://www.charmsoffice.com>
  2. Scroll down to the PARENT/STUDENT LOGIN
  3. Enter school log-in with no spaces: **McKBoydHSOrch**
  4. Enter your student ID number where it says “Enter Student Password.” A screen should appear with your name above the icons.
  5. Click the “student info” link.
  6. Fill in all the white boxes on the page. Be sure to include ACCURATE EMAIL addresses for you and your parents. Please consider the “mother” field to be the primary guardian and “father” to be the secondary guardian. This is especially helpful if custody is split.
  7. Under “Occupation/Skill”, please list parent’s occupation as well as any skills they may be willing to share with the orchestra.
  8. Please indicate which elementary and middle schools you attended.
  9. If your parent is willing to volunteer on projects or trips as needed, please click “volunteer”
  10. **\*\*CLICK “UPDATE” \*\*** (top right) when you’re finished, otherwise your info will not be saved.
  11. Repeat this process anytime your contact information changes.
- Use steps 1-3 anytime this year to update your information or to check your account balance.. You will need your password to view the account.
- In the event that you cannot log into your account or have any questions, please email Mr. Link or Mrs. New.