

CHARMS ONLINE INSTRUCTIONS

Please help us stay in contact with you by updating your Charms contact info as it changes. This is our means of communicating with you and keeping track of all student data throughout the year. Keep these instructions for your records.

1. Using your internet browser, go to <http://www.charmsoffice.com>
2. Go to the “Login” button - click on Parents/Students/Members
3. Enter school code with no spaces: **McKBoydHSOrch**
4. On the next screen, your “Student Area Password” is your 6-digit student ID number unless you have changed this password in the past. If you have trouble, you can ask a director to reset your password.
5. Charms will now ask you to change your password - **I would recommend NOT changing your password.** You can bypass this screen by hitting your browser’s back button.
6. Click the “update info” icon.
7. Fill in all information possible. Be sure to include ACCURATE EMAIL addresses for student and 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.
8. ****CLICK “UPDATE” **** (top right) when you’re finished, otherwise your info will not be saved.

Repeat this process anytime your contact information changes. Financials will be available as any money is deposited throughout the year.

In the event that you cannot log into your account or have any questions, please email Mr. Link or Mrs. New.