

BAND AND ORCHETRA CHARMS ASSIGNMENT

This is a GRADED assignment for all students enrolled in the Central Band and Orchestra Program. Your assignment is to login to your account on the CHARMS website and enter/update all of your contact information. Please follow the directions below:

- 1) Go to www.charmsoffice.com (Bookmark this site for easy access!)
- 2) Locate the “Parent/Student Login” box on the right hand side of the homepage.
- 3) Enter your school code: **DCMusic**
- 4) In the “student password” box, enter your Central student ID number. You will see a host of additional options open for you.
- 5) Click the “Personal Info” button. **(THIS IS THE STUDENT ASSIGNMENT!)**
 - a. Please fill in all requested information if it is not already filled in. There are some specific formatting issues that you need to pay attention to:
 - i. Please use proper capitalization. DO NOT enter everything in all lower case or all upper case letters.
 - ii. Use the following format for ALL phone numbers: xxx-xxx-xxxx In other words, please do not use parenthesis around the area code and use dashes were appropriate.
 - b. Check the “Primary Group” and “Other Groups” information. If you are in a group that is not listed, please let Mr. Wilga or Mrs. Ellegde know.
 - c. If you live in a two parent household, please list both parents and their information where requested. If your parents live in two households, please list one person from each household and their information. Please list an email address for each parent if they have one.
 - d. If you have an occupation or skill that you think might be helpful to the bands or orchestra and are willing to volunteer those skills, please list them in the occupation/skills box. Such things would include: sewing, pulling the trailer, electrical work, welding, etc... anything you think you might be willing/able to help with.
 - e. We DO NOT need or want parent Driver’s License information
 - f. We DO NOT need or want parent Date of Birth information
 - g. Please DO NOT check the “Booster” or “Volunteer” boxes
 - h. **WHEN YOU ARE FINISHED, CLICK “UPDATE”!** Otherwise, all of your entries will not be saved in the system.

To receive credit for this assignment, the CHARMS system must show a successful login for your account between today and August 29th. This sheet must be turned in by **Friday, August 30th**.

Your grade for this assignment will be based on how well you follow the directions above. Please check the correct space below:

_____ I successfully logged into CHARMS and entered/updated my information.

_____ I went to Charms and tried to login using my ID number, but could not log in.

Student Name _____