



# Logging into Charms Office

MARY PASSAGE MIDDLE SCHOOL

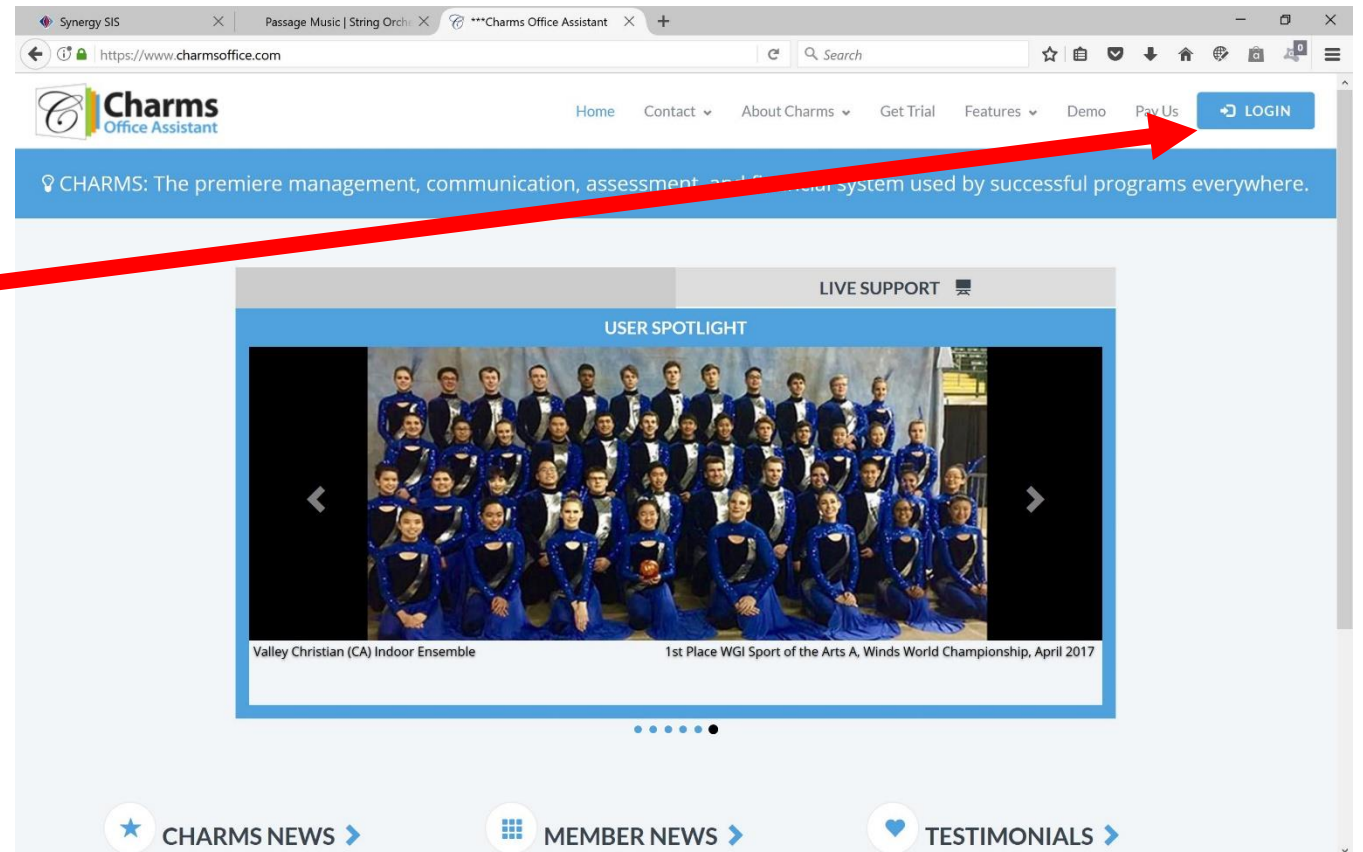
SHAWN ROBERTS, DIRECTOR OF ORCHESTRAS

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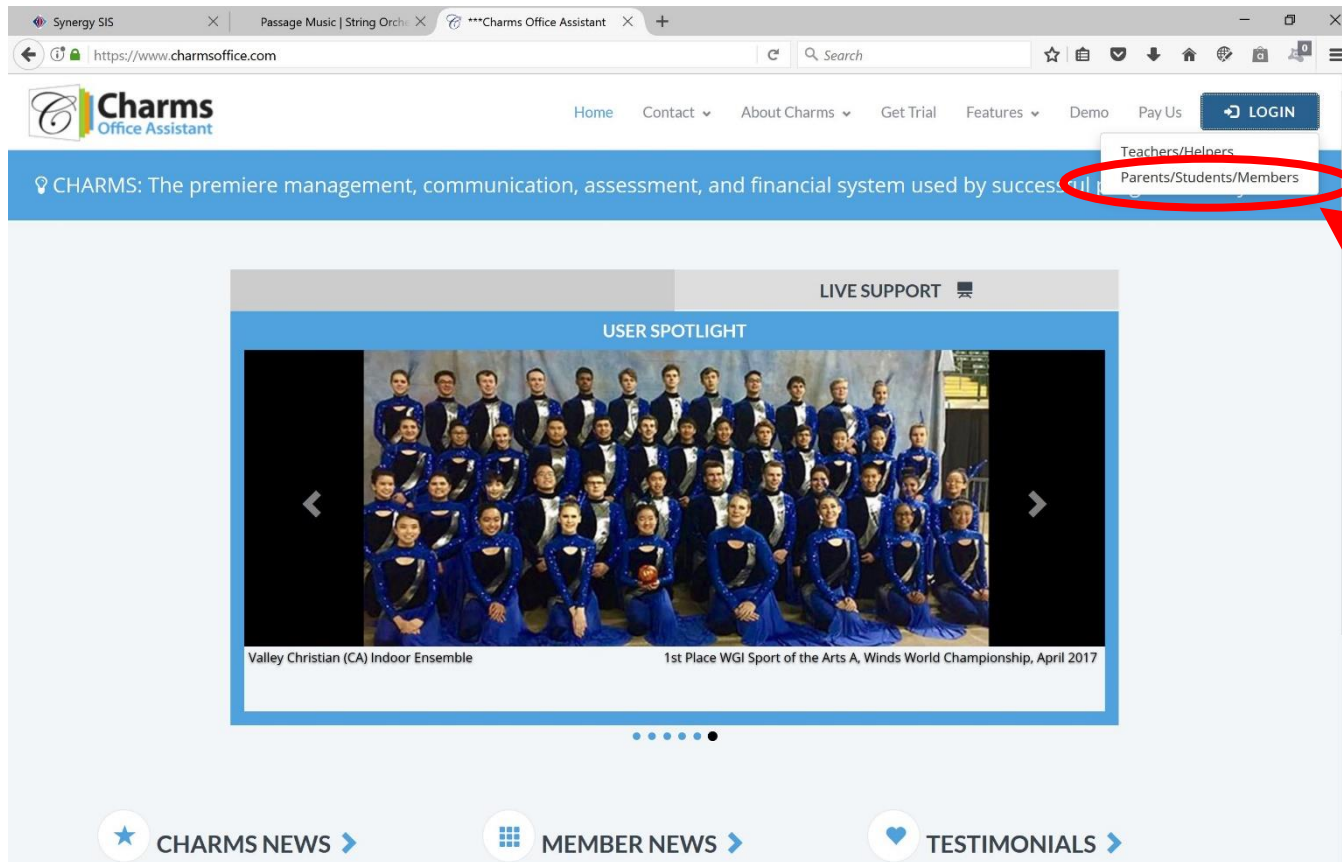
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# Logging-in to Charms

- ▶ Start by visiting <http://www.charmsoffice.com>
- ▶ Scroll over "Log-in"



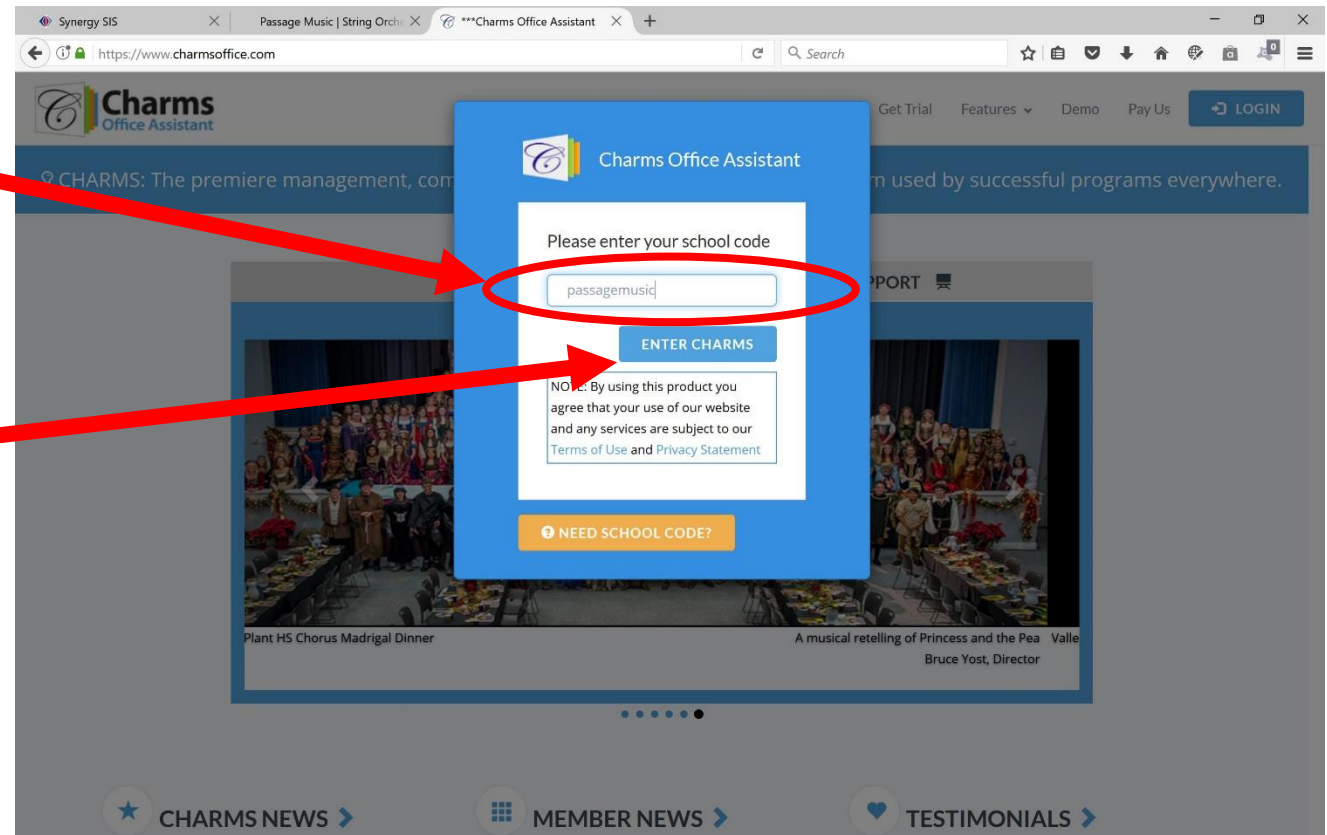
# Logging-in to Charms



► Click on "Parents / Students / Members"

# Logging-in to Charms

- ▶ Enter the school code:  
“passagemusic”
- ▶ Then, click on “Enter Charms”



# Logging-in to Charms

CHARMS OFFICE ASSISTANT  
PARENT/STUDENT AREA  
PASSAGE MIDDLE SCHOOL MUSIC

EXIT CHARMS 2 NEWS ITEMS!

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

Student Area Password (Case Sensitive)  
\*\*\*\*\* Enter Show Hint  
If this is the first time you have logged in to Charms, your password is your Lunch Number.

Trip Chaperone Password:  
\*\*\*\*\* Enter

Non-Parent Volunteer ID:  
\*\*\*\*\* Enter

Public Calendar Email Staff Website

News!

MPMS Orchestra: REMINDER - Upcoming Parents Meeting, Tuesday, October 2nd at 6:00pm  
9/30/2017

MPMS Orchestra: At-Home Practice and Practice Records  
9/28/2017

► Enter your Student Area Password and click “Enter”

► The first time logging-in, your password is your Newport News Public Schools ID Number (also known as your “Lunch Number”)

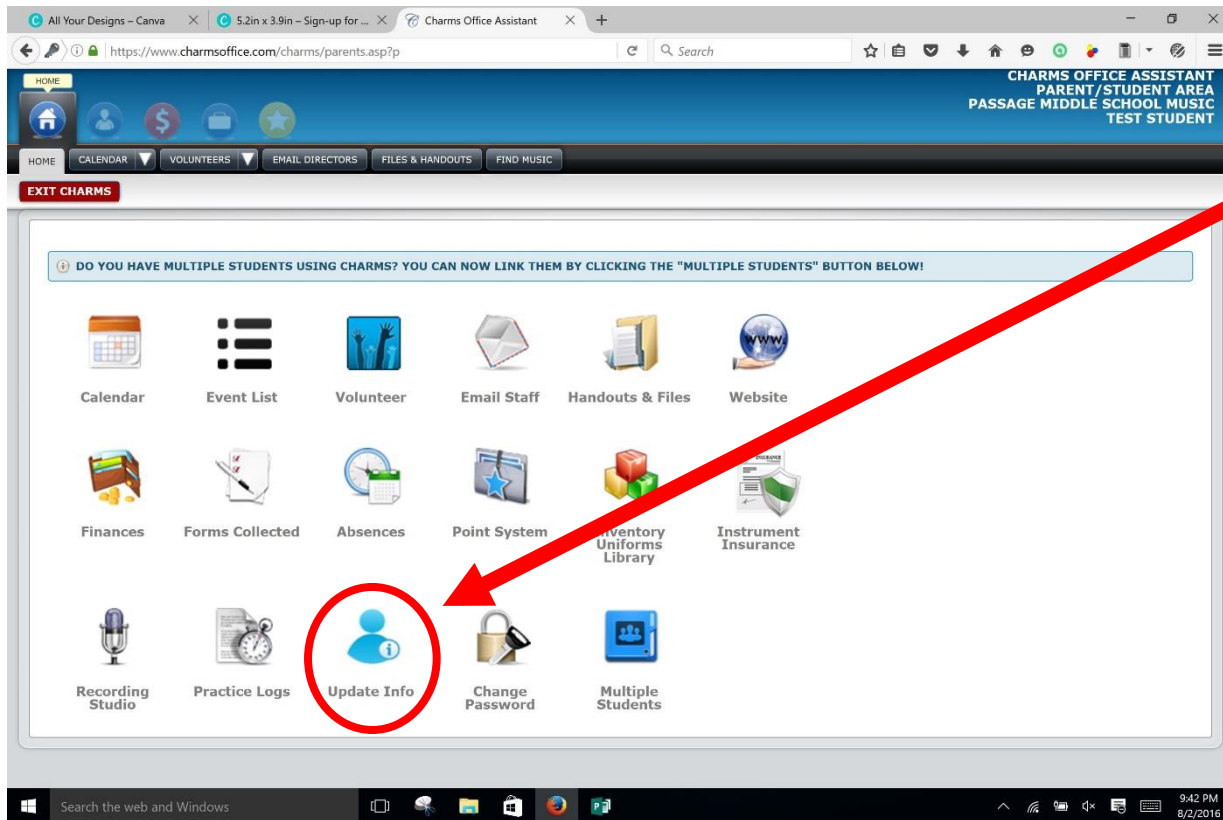


# Changing your Password

- ▶ The first time you log-in, you will need to change your password to a unique password.
- ▶ To do this, enter your Current Password (your NNPS Student ID), then enter a new password in the “New Password” box.
- ▶ Re-enter your new password to confirm.
- ▶ Enter a hint for your new password.
- ▶ Then click on the “Change Password” button

The screenshot displays a web browser window with the URL <https://www.charmsoffice.com/charms/updatepasswordR.asp?u=Y>. The page header includes navigation links for 'PERSONAL INFORMATION' and 'CHANGE PASSWORD', along with an 'EXIT CHARMS' button. The main content area is titled 'Change Student Password' and contains a pink error message: 'PLEASE CHANGE YOUR CHARMS PASSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER.' Below this, there are four input fields: 'Current Password/ID:' (with a masked password), 'New Password:' (with a masked password), 'Confirm New Password:' (with a masked password), and 'New Password Hint:' (with the hint 'i'm a hint'). A green 'Change Password' button is located at the bottom of the form. The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons, with the system clock indicating 9:40 PM on 8/2/2016.

# Updating your Information



► The first time you log-in, please update your information by clicking on "Update Info."



# Update Your Information

- ▶ The first screen is for STUDENT INFORMATION ONLY
- ▶ Please update all student information and make sure that it is up to date, specifically:
  - ▶ Student's First and Last Name
  - ▶ Home Address
  - ▶ Birthdate
  - ▶ Gender
  - ▶ Any other information your think is pertinent for us to have

The screenshot displays the 'Update Student Detail - Test Student' page in the Charms Office Assistant web application. The page is titled 'Update Student Detail - Test Student' and includes an 'Update' button in the top right corner. The form is divided into two main sections: 'Test's Information' and 'Personal Information'.

**Test's Information:**

- Student ID:** 999998
- First Name:** Test
- Middle Name:** (empty field)
- Last Name:** Student
- Address:** 400 Atkinson Way
- City, St Zip:** Newport News VA 23608
- Phone:** (757) 528-2033
- Cell Carrier:** Select Carrier
- E-mail:** passaqemsorchestra@gmail.com
- Personal Instrument:** Off

**Other Information:**

- Sex:** (dropdown menu)
- Locker:** none | Combination (empty field)
- Birthdate:** Use Calendar
- Primary Group:** none
- Other Groups:** (empty field)
- Instrument/Part:**
  - Part 1: Not Assigned
  - Part 2: Not Assigned
  - Part 3: Not Assigned

The page also features an 'EXIT CHARMS' button in the top left and an 'Add New Adult' button at the bottom.

# Adding Adult Information

EXIT CHARMS

2 NEWS ITEMS!

Update Student Detail - Shawn Roberts

INFORMATION UPDATED

**Add New Adult**

**Shawn's Information**

<b>Student ID</b>	smroberts	<b>Sex</b>	<input type="text"/>
<b>First Name</b>	Shawn	<b>Locker</b>	none   Combination <input type="text"/>
<b>Middle Name</b>	<input type="text"/>	<b>Birthdate</b>	Use Calendar
<b>Last Name</b>	Roberts	<b>T-Shirt Size</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>		
<b>City, St Zip</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Phone</b>	<input type="text"/>	<b>Cell</b>	<input type="text"/>
<b>Cell Carrier</b>	Select Carrier	<input type="text"/>	
<b>E-mail</b>	roberts.shawn@gmail.com		
<b>Personal Instrument</b>	<input type="text"/>		

**Primary Group** none

**Other Groups** ORCH - 6th Grade BEG P1  
ORCH - 6th Grade BEG P2  
ORCH - Intermediate 7th  
ORCH - Intermediate 8th  
ORCH - Summer 2017

**Instrument/Part:** Part 1: Not Assigned  
Part 2: Not Assigned  
Part 3: Not Assigned

**Lisa Roberts's Information**

**Add New Adult**

► To add NEW adult information, click on "Add New Adult"

► If adult information has previously been added, a button with the adult's name can be found at the bottom of the page

# Adult Information

- ▶ Please make sure that a minimum of the following information has been added:

- ▶ First and Last Name

- ▶ Cell Phone Number

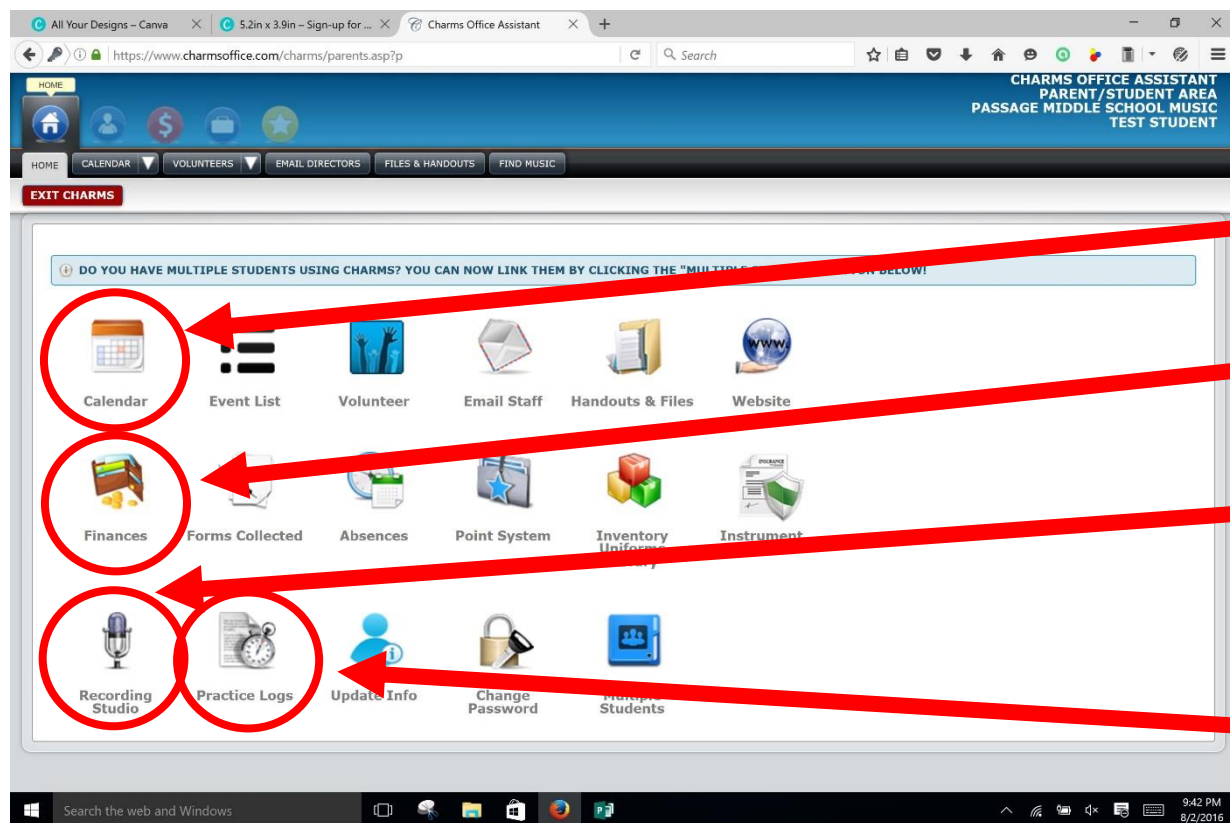
- ▶ Email Address

The screenshot shows the 'Update Student Detail - Shawn Roberts' page in the Charms Office Assistant. The form is for 'Lisa Roberts's Information'. The following fields are highlighted with red circles and arrows:

- First Name:** Lisa
- Last Name:** Roberts
- Cell Phone:** (999) 999-9999
- E-mail 1:** mymamasemail@email.com

Other visible fields include: Salutation, Work Phone, Home Phone, Carrier (Select Carrier), Address, City, St, Zip, Relation (Mother), E-mail 2, Occupation/Skills, Drivers License (Optional), and Date of Birth (Optional). A green 'Update' button is in the top right corner.

# Additional Items



► In Charms Office, you can do the following:

► See the Music Department Calendar

► Check your Fees Account

► Send recordings to Mr. Roberts through the Recording Studio

► Submit Practice Logs (see the Practice Records)



# Logging into Charms Office

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