



CHARMS MUSIC SOFTWARE: Paschal High School Choir

THIS IS A GRADED ASSIGNMENT.

(Not having correct contact information can be a grade lowering offense.)

Charms is a music organization software used by all music groups in FWISD. It allows the director, student, and parents to keep up with student information, schedules, fundraising, forms, fees, calendar, and so much more. The director can post documents and other files for you to download. It also enables the director to keep each choir student/parent better informed. Remember, there are many times that your students don't bring information home!! Please help us keep you informed! Use the attached Student Information Form to help you complete the assignment. You may also download and use the app for your smartphone.

To access Charms:

1. Using your internet browser, go to **www.charmsoffice.com** Click on the Enter button far right. (Or on the App for your Smartphone.)
2. Find "**Parents/Students/Members**" (below teachers and helpers only).
3. Enter the school code with no spaces: **PaschalHSchoir**
4. From here, you can email the director, view the choir calendar as well as the handbook and any other forms posted.
5. To access your student's account, enter his or her ID # where it says "Student Area Password".

Assignment due Friday, August 24th, 2018

1. Using the steps on the previous page, log into your charms account.
2. Click on the second round button "student info" and then the personal information tab below.
3. Fill in all boxes on this page and parent pages (You will Click +Add Adult). Be especially sure to include accurate phone numbers and email addresses for you and your parents. (Make sure any information already provided is correct and current.)
4. Parents--No need to give drivers license info, but as much contact information as possible is helpful.

If you don't have access to a computer at home, you can speak with Mr. B or Mrs. Nipper about coming before or after school to use the room computer or an class ipad. Thank you!