

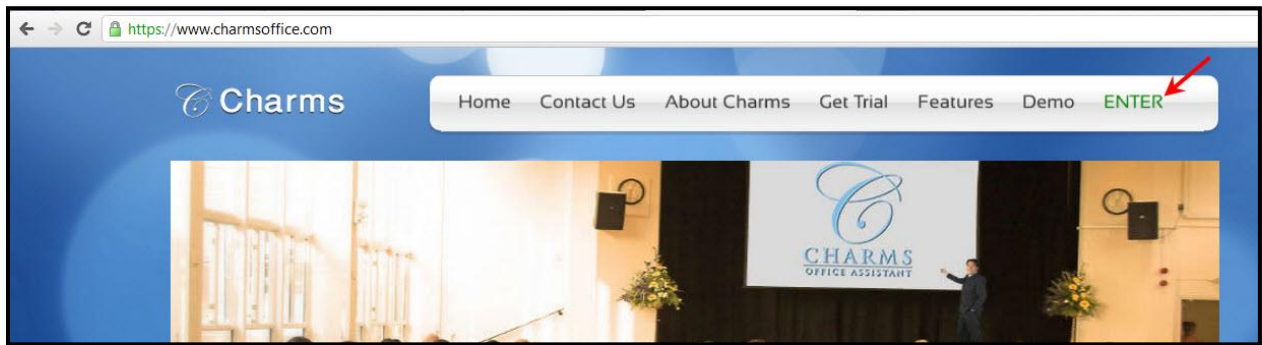
## Charms Quick Start Guide

Before using Charms you must create a new login and update personal information for each band student in the family. Once you have completed these steps, you can review the different areas of Charms. When you are finished, click EXIT CHARMS on the top left of the page to leave the application.

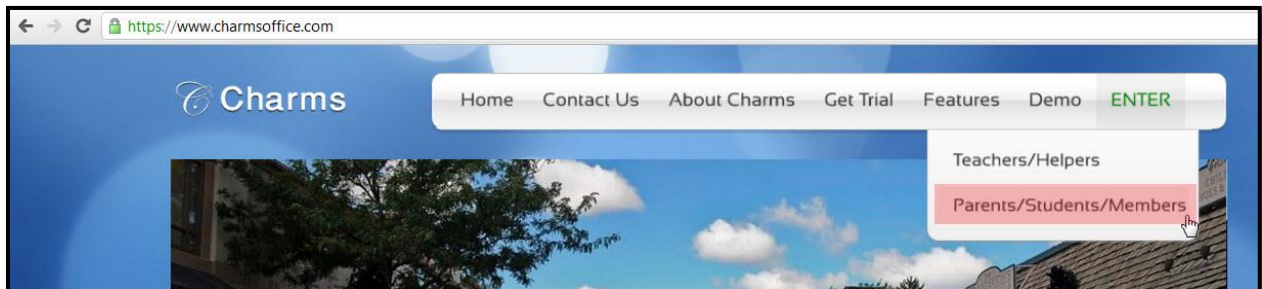
### Create a Login

The login you create for each student account will be shared by the student and his or her parents or guardians.

1. Open your browser<sup>1</sup> and navigate to [www.charmsoffice.com](http://www.charmsoffice.com). You may want to save the Charms website as a bookmark, shortcut, or favorite so you can return easily.
2. Hold your mouse over **Enter** (top right of the screen) to activate a drop down list.



3. Click **Parents/Students/Members** to display the School Code page.

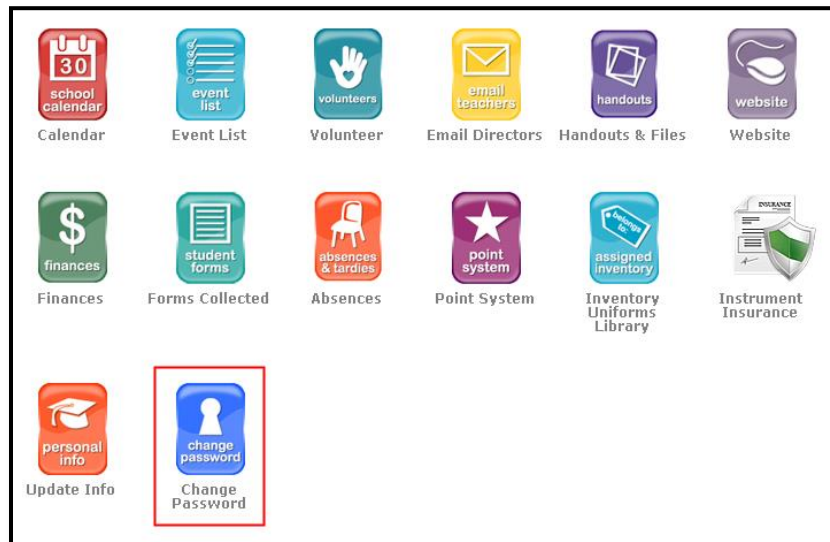


<sup>1</sup> If you are using Internet Explorer 9, you may have to put your browser in Compatibility Mode. To do this, click Tools at the top of your page and select Compatibility View.

4. Type NCHSMusic as the **School Code** and click **Enter Charms** to display the Student Area Password page.

Type the student's ID number in **Student Area Password**. If you are unable to create a login please email or call Mrs. P [vpadmanabhan@naperville203.org](mailto:vpadmanabhan@naperville203.org) or call 630 548 4302.

- The Charms Hub page shows icons for all the activities you can complete using Charms. You can access all different parts of the Charms application from this page. To ensure your privacy, begin by clicking **Change Password** at the bottom of the page.



Type the student ID again in **Old Password**. Then select a case-sensitive password of 12 or more **letters and numbers** that is unlikely to be guessed by others and type it in **New Password**. Type the new password a second time in **Confirm New Password**. Type a password hint that would remind family members of the password but would not give away the password to others in **New Password Hint** and click **Change Password**. Make sure that the parents, guardians, and student all know the password for that individual student. Keep the password safe and confidential. Do not share it outside your family!

If you have multiple students in band, you must use a different password for each student.

**Change Student Password**

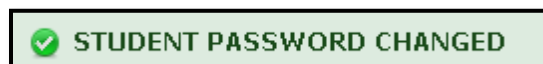
Old Password:

New Password:

Confirm New Password:

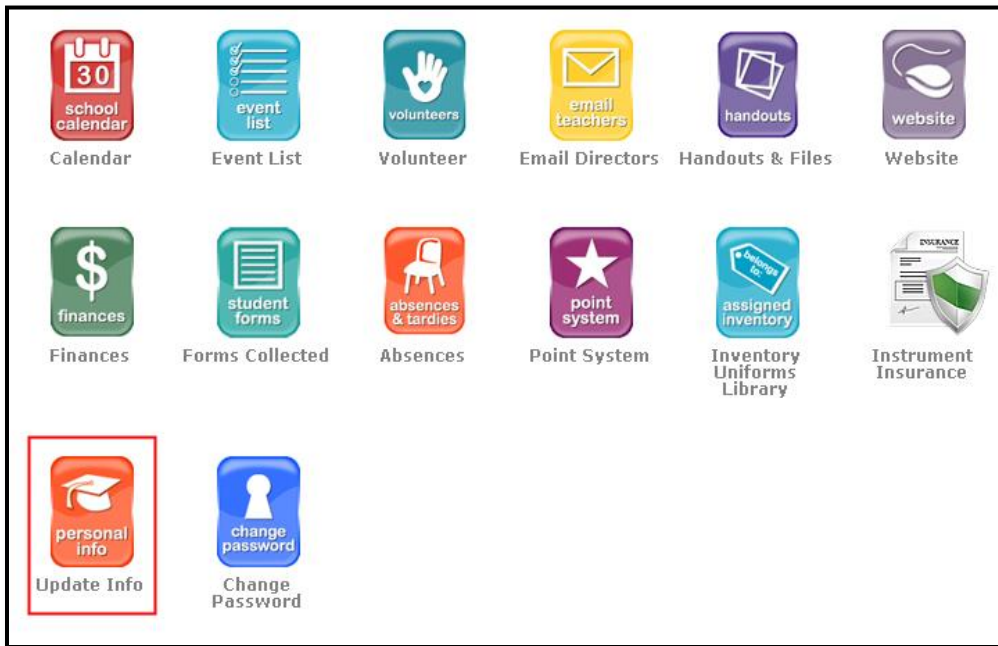
New Password Hint:

The message shown in below will appear at the top of the Charms Hub page. You are now ready to begin the next step to setting up your Charms access.



## Update Personal Information

1. Click **Update Info** on the Charms Hub page to make changes to your personal information.



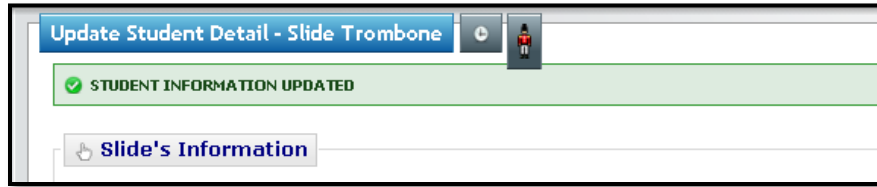
2. The first page that shows is the Student Detail. Review the Personal Information on this page (boxed in red below) and makes updates as necessary. The **E-mail** address entered should be the students District 203 email account. Select a **Cell Carrier only** if the student may receive text messages. When you have finished, click **Update**.

Update Student Detail - Slide Trombone ➔ Update

**Slide's Information**

Student ID	123456789	Sex	<input type="radio"/> M <input type="radio"/> F
First Name	<input type="text" value="Slide"/>	Locker	none   <input type="text" value="Combination"/>
Middle Name	<input type="text"/>	Birthdate	<input type="text" value="5/18/2012"/>
Last Name	<input type="text" value="Trombone"/>	Primary Group	Wind Ensemble
Address	<input type="text" value="88 Band Hallway"/>	Other Groups	Marching Band
City, St Zip	<input type="text" value="BandRoom"/> <input type="text" value="IL"/> <input type="text" value="60540"/>	Instrument/Part:	Part 1: Trombone Part 2: Not Assigned MB Part: Trombone
Phone	<input type="text" value="(630) 123 4567"/> <input type="text" value="Cell"/> <input type="text" value="(630) 987 6543"/>		
Cell Carrier	<input type="text" value="Verizon"/> <b>Optional</b>		
E-mail	<input type="text" value="strombone@naperville203.org"/> <b>District 203 Email Address Only</b>		
Personal Instrument	<input type="text"/>		

- Each time you click **Update**, the Student Information Updated message will appear at the top of the page.



- If Parent/Guardian buttons show on the lower left of the page, click one. If not, click **Add New Adult** to add a Parent or Guardian. In the example below, Bass Trombone is one adult and Soprano Saxophone is another.

A screenshot of the 'Update Student Detail - Slide Trombone' page. The page has a blue header with the title and a refresh icon. Below the header is a button labeled 'Slide's Information'. The main content area contains a form with the following fields:

- Student ID:** 123456789
- First Name:** Slide
- Middle Name:** (empty)
- Last Name:** Trombone
- Address:** 83 Band Hallway
- City, St Zip:** BandRoom IL 60540
- Phone:** (630) 123 4567 **Cell:** (630) 987 6543
- Cell Carrier:** Verizon
- E-mail:** strombone@naperville203.org

Below the form is a section labeled 'Personal Instrument' with a dropdown menu set to 'OFF'. At the bottom of the page, there are three blue buttons: 'Bass Trombone's Information', 'Soprano Saxophone's Information', and 'Add New Adult'. Red arrows point to each of these buttons from the right side of the page.

- Here we clicked Bass Trombone. Review the Personal Information on this page (boxed in red below) and makes updates as necessary. Those fields marked with a green dot were copied from the Students record. Be sure to enter your **Work Phone**, **Cell Phone**, and **Relation**. You may enter multiple **E-mail** addresses if you so choose. If you want to receive text messages you must enter your **Carrier**. When you have finished, click **Update**.

Update Student Detail - Slide Trombone Update

Slide's Information

Bass Trombone's Information

Copy Dotted Fields From Student?

Name (first, last)	Mr. Bass	Trombone	Relation	Father
Work Phone			E-mail 1	bass.trombone@dads.com
Home Phone	(630) 123-4567		E-mail 2	
Cell Phone	(312) 123-4567		Occupation/Skills	
Carrier	Verizon		Drivers License	
Address	83 Band Hallway		Date of Birth	
City, St Zip	BandRoom	IL 60540		

Soprano Saxophone's Information

Add New Adult

- If you choose to click **Add New Adult**, you may click **Copy Dotted Fields From Student?** (boxed in red) to pull information from the Student record for all fields with a green dot (circled in red). Be sure to click **Update** when you have finished.

Update Student Detail - Slide Trombone Update

STUDENT INFORMATION UPDATED

Slide's Information

Bass Trombone's Information

Soprano Saxophone's Information

Add New Adult

Copy Dotted Fields From Student?

Name (first, last)			
Work Phone			
Home Phone			
Cell Phone		Carrier	Select Carrier
Address			
City, St Zip			

## Calendars

Calendar items are marked either Public or Private.



Public items can be viewed on the Charms Public Calendar from anyone who accesses Charms with the NCHSMusic School Code. Just navigate to the Charms Home page, select **Parents/Students/Members** from the drop down under **Enter**, type **NCHSMusic** as the **School Code**, and select **Public Calendar**. This is great for family and friends to find the times for concerts and other performances!



Private items can be viewed only by Students in the specific program once logged into Charms. To view your student's calendar, click on the **Calendar Icon** from the Charms Hub page.

Once at the calendar you may click the arrows (boxed in red) on either side of the month to move to the previous or next month. In the example below, the Sample Event for Instructions on May 11, shows an **R** meaning that it is required, a **H** that designates volunteers are needed, and an **RSVP** asking you to confirm your attendance. If you hold your mouse over any of these icons, the application explains what they are. Click on the **Hand** to view the volunteer positions needed and sign up. Click the **RSVP** to confirm your attendance.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> 6:00 PM - 8:30 PM Marching Band Drumline Clinic	<b>2</b> 6:00 PM - 8:30 PM Marching Band Drumline Clinic	<b>3</b> 6:00 PM - 8:30 PM Marching Band Drumline Clinic ----- 7:00 PM - 9:00 PM BBA Board Meeting	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b> 6:00 PM - 8:00 PM Color Guard Auditions	<b>8</b> 6:00 PM - 8:00 PM Color Guard Auditions ----- 6:00 PM - 8:30 PM Marching Band Drumline Clinic	<b>9</b> CB/SB Concert	<b>10</b> WS/WE Concert ----- 5:00 PM - 6:00 PM Market Day Pickup	<b>11</b> 1:00 PM - 4:00 PM Sample Event for Instructions R H RSVP	<b>12</b>

**TIP:** Although the application shows you can **Sync** this calendar with a mobile device, know that **only** the public calendar items will be added to your mobile device.



If you have trouble logging in or have questions about charms please email or call Mrs. P at the NCHS Band Office

Email: [vpadmanabhan@naperville203.org](mailto:vpadmanabhan@naperville203.org)

Phone: 630 548 4302