|  |  |  |
| --- | --- | --- |
| CHARMS Instructions | | |
|  | | 1. Go to **www.charmsoffice.com** 2. Hover over the  icon in the top right-hand corner of the page 3. In the drop-down menu, click 4. Type “**LamarMiddleOrch**” and press the enter key 5. Enter your password. If you are logging in for the first time, this is your **student id number**. |
| Update student information | 1. Click the **Update** **Info** icon 2. Enter/check accuracy/update: **Name**, **Phone**, and **Email** 3. Add any **additional information** (optional) such as address, gender, etc | |
| Update parent/guardian information | 1. Click the **Add New Adult** icon 2. Enter/Check Accuracy/Update: **Name**, **Phone**, and **Email** 3. Add any **additional information** (optional) such as address, relation etc | |
| Locate Important Icons | 1. At the top, locate the **Finance** icon. Here you will be able to track your outstanding balance and credits. 2. At the top, locate the **Stuff** icon. Here you will be able to view your uniform, instrument, and music loans. 3. At the top, locate the **Participation** icon. Here you will be able to track points earned, access forms, submit playing tests, and view your attendance record. 4. Return to the home page by clicking the **Home** icon at the top. Note the location of the **Calendar**, **Event List**, **Change Password**, and **Website** icons. | |