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| 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**.
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| 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
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| 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
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| 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.
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