



How to access parent/student information in Charms

This year, Hart MS Instrumental Music will be using Charms to organize all aspects of the program, including instrument checkouts, field trips, events and communication. Please log on and update your info right away as part of walk thru registration so we can prepare for the beginning of the year.

- Log on to www.charmsoffice.com, and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your student’s program account using the following School Code:

HartInstrumentalMusic

- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, and handouts and other “publicly shared” files, as well as a few other options.
- The first time you go here, enter your child’s PUSD ID NUMBER into the ***Student Area Password*** field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/ Password – when you create your new password, create a “hint” as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. We will be adding info in the coming weeks.
- After you login, **please update** your info right away:
 - Please update your and your child’s student information page (input or update phone numbers / cell carriers and email addresses) to help us communicate with you more effectively. Please indicate shirt size, height. If your class listed is incorrect, contact your teacher. Click ***Update Info*** to save changes.
- Useful features of Charms we will be using throughout the year:
 - **Locker number** - You may also get your locker number through Charms - we will make every effort to assign on Aug 12 by the end of the day.
 - **Instrument checkouts** - **If you need to checkout a large school instrument, please update your charms account first.** 6th graders, please fill out google form for instrument checkout which will be 3:15-4:00 pm on Mon, Aug 12 and Tues Aug 13 (makeup day). If you have trouble with the google form just come on Mon to check out instrument. 7th and 8th graders should update their Charms account, before you attending Instrument Checkout on Fri August 9, 1:00-2:00 pm for 8th graders, and 2:00-3:00 for 7th graders. *After attending the checkout session, you will be billed through Charms; allow approx one week for bill to arrive.* School instruments you may take home, \$125 per

- year: Bari sax, Bass clarinet, French Horn, Oboe, Baritone Horn, Tuba, Bassoon, String Bass, Cello. School instruments for use in class, \$50 per year: Percussion, Cello, String Bass. Other instruments should be rented or purchased from a music store. Ms McClimon can provide the names of local music stores.
- **Payments - Coming soon - You will be able to make credit card payments for rental fees, fair share payment for combos and quartets, and trips.** Click *Finances* -- when credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
 - The **Music Handbook** is posted in Charms with helpful information on grading, concerts, uniform requirements, etc. You will need to acknowledge reading the handbook - details coming soon.
 - **Field trip forms, announcements, and useful information** will be posted in Charms. Please check it each week.
 - The **Calendar** will list events, rehearsals, and volunteer opportunities. Stay tuned for updates!
 - Most importantly, the parent page assists both you and the teacher to communicate with each other. Stay up to date on what's going on with your student!
- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”). It’s the way to stay in touch on the go!

Questions:

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Looking forward to a great year!!