Charms Homework Assignment

Charms is an important tool for our music programs in Plano ISD, so we will be periodically verifying that the information in your child's account is current and accurate. Please complete the following steps, and contact your child's director if you have any questions about Charms. Remember, this is a secure site, and your information will only be used by Plano ISD staff.

1. Log on to **www.charmsoffice.com**

2. Click on the "Enter" tab. Where you see "Parent/Student/Member Login" on the welcome screen, enter our school code: **ricemsband**

3. In the box for "Password" on the next screen, enter your child's six-digit Plano ISD student ID number. **Note: Even if you changed this password in the past, all passwords have been reset to your student ID number at the beginning of the school year.**

4. You will now be in the main screen and should see a number of icons. Please click on the icon titled "Personal Info" or "Update Info."

5. Please verify that the information is correct. We only need you to verify your address, email, phone number(s), and gender. The other fields can be left blank. **Please do not enter any @mypisd.edu email addresses (and delete any that may have been previously entered).**

6. **Press the "Save Changes" button in the upper right corner to save your changes.**

7. If you have not previously entered parent information, please click "Add Adult" below the student information. Complete the basic contact information listed. Again, we do **not** need information for cell phone carrier, occupation/skills, drivers license, or date of birth. Our primary concern is that your contact information is accurate. **Press the "Save Changes" button in the upper right corner to save your changes.** Repeat for each parent or guardian.

8. If you have already entered parent information, please click on each parent name and verify that the information is correct. **Remember to click on the "Save Changes" button if you make any changes.**

9. When you update your information, Charms will automatically timestamp your entry and notify your director. There is no need to do anything else once you have updated your information.

Please note:
- This is the information we use for mailing letters and group emails. Please make sure this information is current so that you stay informed.
- You may update your information in Charms at any time. Instructions for access can be found on our website, www.ricemsband.com