

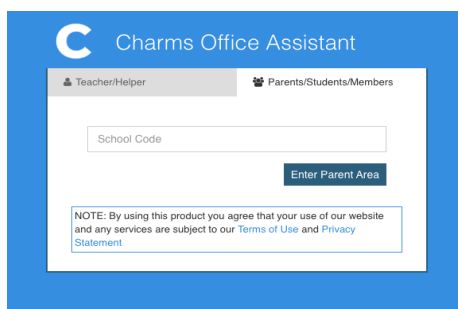
**Please log in to Charms today to update your information.
Feel free to use a Chromebook, and visit the Charms station for help.**

Accessing Your Student's Charms Account

Rockwall ISD has purchased a program called Charms for all secondary music programs (band, orchestra, and choir) in the district. Charms has quite a few administrative functions and is kind of like Skyward/Canvas for music. Eventually, we will be able to check out instruments and uniforms through Charms, communicate with families, collect payments, store calendar information, etc. However, the first step is making sure that all students and families are able to access the system (we will implement use of the other features gradually over the next few years).

We have already created a Charms account for every student. To access your student's account, please follow the steps below. Once you've logged in, please update your student's information (including email, phone, address, parent info, etc.). Some of this info may be pre-loaded into the system already, but please verify that this information is correct, and add any information that is missing. **Please verify your student's Charms information by Friday, August 26th.**

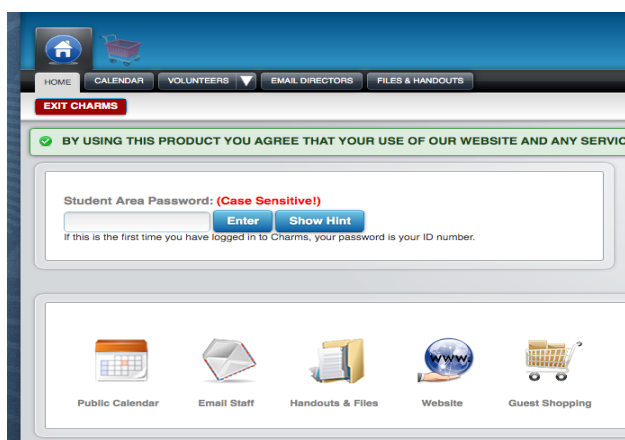
- 1.) Go to www.charmsoffice.com



- 2.) Click on Enter/Login and choose the Parent/Student/Members option (on the right side of the screen.)

- 3.) This will pull up a screen that asks for your school code. For Rockwall HS please use:

RockwallHSOrch *(this code is all one word and is case sensitive)*



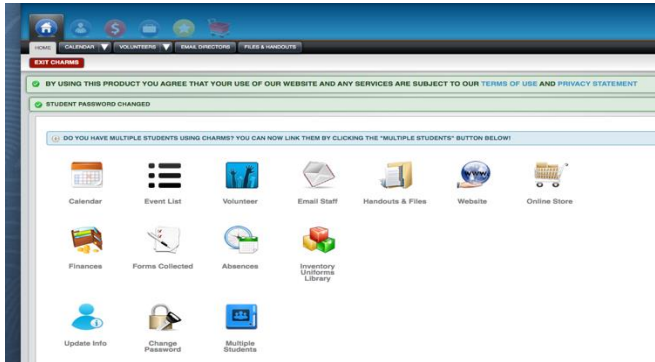
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From this screen, you can view the following without an additional password:

- a) View our public calendar
- b) Email the staff
- c) View handouts or files we have uploaded for your student's class
- d) Get to our orchestra website

OR

VIEW YOUR STUDENT'S ACCOUNT (additional password needed)



4.) To access your student's personal account, you will need their ID/Lunch code number (they should know this, or you can find it on their report card 😊) OR their Charms password. Input this number/password in the student area password blank and press enter. If you used your student's ID number, you will be immediately prompted to enter a new password. Please remember this or write it down! If you cannot log in or can't remember your password, please contact Mrs. Smith or Mr. Hocott via email and we will reset your account so you can log in with your student's ID number.

5.) Voila!! You now have access to view/update information for your student. Charms is a new resource for the RHS Orchestra program this year (though many other fine arts programs in the district have been using Charms for years). You won't find very many resources in Charms just yet, but we plan to expand our use of Charms throughout the year. Getting everybody registered/acquainted with the system is the first step. Please double check that all of your student's information is correct after you log in, and let Mrs. Smith or Mr. Hocott know if you have any questions.

ENJOY!!