

# CHARMS

## *Accessing and Editing Student Profiles*

- Go to the Charms website ([www.charmsoffice.com](http://www.charmsoffice.com))
- Select “ENTER”
- Under “PARENTS/STUDENTS/MEMBERS,” enter the following school code:  
*hopewellmustangband*
- This will bring up the main parent/student page, where you will find links for various functions, including emailing Ms. Murphy and visiting the HMS Band website.
- Under “STUDENT AREA PASSCODE,” enter **the last six digits of your child’s Hopewell Student ID (Example: If your child’s ID number is 1100456789, you would only enter 456789)**. After logging in to your child’s account, you may create your own unique password by clicking on the “CHANGE PASSWORD” icon. If you choose to change your child’s password, don’t forget to write it down or select something easy to remember!
- Next, select the “PERSONAL INFO” icon to edit or enter your child’s profile information. **This step is crucial, as Charms will be used for future communication. Please double check entries for accuracy!**
- The next page you see will be for **student** information. This includes the **student’s** cell phone number and email address. *Only enter your child’s cell phone number and/or email address if you **want** him/her to receive the same notifications sent to parents.* Otherwise, please complete the following information:
  - Address
  - (Home) Phone
  - **IMPORTANT: PERSONAL INSTRUMENT**
    - **Click on the button so that this feature is turned ON (it will turn blue and reveal an additional form)**
    - **Enter your child’s instrument type, brand and, most importantly, the serial number. Not sure where to locate the serial number? Students can ask me to show them, and they will write it in their agendas so that you will be able to update this information in their accounts. Parents of percussion students do not need to type in serial numbers. Parents of tuba players should enter serial numbers for tubas kept at home, when applicable.**
  - Confirm gender
  - Birth date
- Next, select “ADD NEW ADULT” at the bottom of the page to begin editing parent info
- Please complete an “adult” page for **each parent/guardian you wish to receive HMS Band information**. *For example, if you would like the child’s mother, father, and grandmother to receive information, you should complete **three separate adult pages**.* This may seem tedious, but you will see a “Copy Dotted Fields From Student?” button that should help to expedite this process.

(Over, please)

- We really only need the following information:
  - Salutation
  - Name
  - Home Phone
  - Cell Phone
  - Address
  - Relation
  - At least one email address
- There is no need to fill in your driver's license number or your date of birth. Evidently there are organizations out there that need this information, but we don't!

**Please be mindful that it will be the responsibility of each family to maintain accurate Charms profiles. Be sure to update information as any changes may occur (addresses, phone numbers, etc) so that you will continue receiving HMS Band notifications!** I encourage you to explore Charms, particularly the recording studio (separate instructions will be sent out for use of this function). Please continue to visit [www.hopewellbands.com](http://www.hopewellbands.com) for the latest news and information about the Hopewell Bands! As always, if you have any questions, please do not hesitate to contact me.

-A. Murphy