



Monarch Performing Arts Department Accessing Charms Office Assistant

Please follow these directions to access and setup your Charms Office Assistant account.

1. Log on to www.charmsoffice.com, and click “ENTER / LOG IN” in the upper right corner.
2. Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
3. Login to your student’s program account using the following School Code:
MonarchHSMusic
4. 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.
5. The first time you go here, enter the student BVSD ID NUMBER (i.e. 123456) 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. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a “hint” as well. Parent/Guardian(s) AND students will share the created password.
6. Whenever you enter using this password, another more detailed screen appears, with various button options for you to access areas in the Charms account.
7. Please enter/update contact information for each student in the system:
 - a. **Update Personal Information** – All students MUST enter their personal contact information into the system. Please enter as much information as possible into this window.
 - b. **Add Parent/Guardian Information** -- Click **Add Adult** -- feature to add parent/guardian contact information. Contact information entered here will be the main form of communication by the director. If the information is not entered in Charms, you will not receive ANY information regarding the Monarch Music program.
 - c. Click **Update Info** to save changes.
8. Functions in the Charms Office Assistant system:

Communication: Charms allows for direct communication from the directors to email and other contact information added to the system. KEEP INFO CURRENT!

Finances: This area will house ALL financial information for trips, fundraisers, etc. Students/Parents will be able to see student accounts, track fundraiser profits, etc. in this area of the system.

Uniforms: For the ensembles that issue uniforms to students, this information (assignments, etc.) will be available on Charms.

There are other Charms features that will be added throughout the year. More information will be provided as these functions are added.

9. We will NOT utilize the Charms calendar feature. ALL CALENDAR INFORMATION WILL BE HOUSED ON THE DEPARTMENT GOOGLE CALENDAR FOUND AT www.monarchbands.org
10. 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!
11. Questions or Issues? Email Charles.stephen@bvsd.org