

## How to access parent/student information in

# CHARMS

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click the “ENTER/LOG IN” link at upper right.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your child’s program account using the following School Code (case sensitive):

ORHSOrch

- This will bring up the main parent page. This will allow you to look at the “public” calendar for your organization, event list, handouts and other files.
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements, volunteer opportunities, and other event details. Note that if a calendar event is specifically assigned to your child, it may NOT show up on this calendar – check the “Student” calendar after entering the student’s ID number (see below).
- When you enter your child’s **Student Area Password**, another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory.  
Your child’s password is

charms+ID number (the 6 digit school ID number) – thus, a student with ID 123456 would have password:

charms123456

Do NOT change this password!

- An important area in which you can help the director maintain his/her records:  
**Update Personal Information** – if the director has allowed it, you may help make changes to your child’s student information page (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively. Click the **Personal Info** button. We require every student and at least one parent of each student to provide a working phone number and a regularly checked email address on the Charms Personal Information page.
- 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!
- Find the Charms app for your smart device. Search for "Charms Blue" in the app store for your device. It is the most current version for students and parents and it is the app students need to submit required recordings.

1. The first part of the document is a letter from the author to the editor.

The author expresses his appreciation for the editor's efforts in publishing his work.

2. The second part of the document is a letter from the editor to the author.

The editor expresses his appreciation for the author's work and his hope that it will be of interest to the readers.

3. The third part of the document is a letter from the author to the editor.

The author expresses his appreciation for the editor's efforts in publishing his work.

4. The fourth part of the document is a letter from the editor to the author.

The editor expresses his appreciation for the author's work and his hope that it will be of interest to the readers.

5. The fifth part of the document is a letter from the author to the editor.

The author expresses his appreciation for the editor's efforts in publishing his work.

6. The sixth part of the document is a letter from the editor to the author.

The editor expresses his appreciation for the author's work and his hope that it will be of interest to the readers.

7. The seventh part of the document is a letter from the author to the editor.

The author expresses his appreciation for the editor's efforts in publishing his work.