

# **BRIARHILL CHOIR CHARMS INSTRUCTIONS**

## **LOGIN INSTRUCTIONS**

- Go to [www.charmsoffice.com](http://www.charmsoffice.com)
- Enter School Code: **BriarhillMSChoir** in Parent/Student Login box
- click "Enter Charms". *\*\*If you enter the wrong School Code you will be taken to a page titled Charms Parent/Student Area\*\**
- Enter your child's LISD Student ID number in the Student Password Box. *\*\*The page title is Briarhill Middle School Choir\*\**
- After you log in to the main Student page (you will see your child's name), you can use the icons to update and view information.
- Click on the "Personal Info" icon to update/view all student and parent info.
- **Click the "Update" button to save your changes.**

## **PLEASE FOLLOW THESE GUIDELINES WHEN CHECKING, ENTERING OR CHANGING INFO:**

- Please fill out information for student and both parents as completely as possible. *\*\*There is a checkbox above the student email box that will auto-fill in parent address\*\**
- Please enter the student's cell phone number if they have one.
- Please enter student's email in the student section. If he/she does not have a personal email account, please use a parent email. There must be an active email address listed in student section.
- You may enter more than one e-mail address in the e-mail blocks by separating them with a semi-colon (;)
- Please enter all phone numbers, mailing address(es), etc.
- **Be sure to click the "UPDATE" button at the top right corner of the page to save any changes.**
- When done, click on "**Exit**" on the top left.