

## How to access parent/student information in

# CHARMS

Charms helps us collect as much information as possible only once during the year instead of several times for various activities. This system allows you to update your own information throughout the year (if it changes), more access to department information, a safe and consistent place for handouts/forms, and a great subscribable calendar that allows parents to sign-up for volunteer opportunities within the calendar itself rather than accessing several different sites for each activity.

**Most importantly, this assists both you and the teacher to communicate with each other more effectively!!!**

- Go to [www.atholtonmusic.org](http://www.atholtonmusic.org), Click on 'Charms' in the menu on the left
- Enter Charms using the following School Code:

### **AtholtonMusic**

- This will bring up the main page and will allow you to look at the calendar, the event list, *some* (not all) handouts and other files.
- Clicking on an event on the calendar brings up the details for that event. Clicking on "event list" puts all of the calendar information in a list form for easy printing.
- You can **subscribe** to the calendar to put the events in your SmartPhone and/or Google/iCal by clicking on "SYNC Calendar" in Charms and following the given directions.

### **To Access Student Specific Information:**

- Enter your child's ID NUMBER (*HCPSS Student ID#* **OR** *first initial & last name, i.e., hpotter*) as the **Student Area Password**. Another *more detailed* screen appears with your student's specific information. Here you can update contact information, t-shirt sizes, and other information.
- **PLEASE UPDATE PERSONAL INFORMATION** – Update your child's student information page (and update phone numbers and email addresses if they change) to help the teachers communicate with you more effectively. Click the *Update Info* button. Enter in all known information such as T-Shirt size or meal restrictions!!!
- **BE SURE to click on "Add New Adult" for AT LEAST ONE parent/guardian, but add as many as you'd like. All adults registered will receive emails about news and events to facilitate better communication. Parents can also link accounts of siblings.**

**SCHOOL CODE:** AtholtonMusic

**Student Area Password:** Your HCPSS ID# **OR** first initial and last name (i.e., hpotter), **OR** your own password you created.