

Charms

First Login FAQ

Step 1: Setting Up Your Account

- Go to the Charms Website at www.charmsoffice.com
- Click “Login” and look for Parents/Students/Members.
- When prompted, enter our school code: MiltonHSChoir
- You should now be in the login portal for the Parent/Student Area (see Figure 1.1). Under Student Area Password enter your child’s 10-digit Fulton County Schools ID#. After logging in you will be prompted to change your password.
- **Important: If you have any trouble logging in send an email to schreernj@fultonschools.org with your student’s full name and their Student ID#. Mr. Schreer will contact you shortly about the issue.**

Figure 1.1

Charms Office Assistant

Secure <https://www.charmsoffice.com/charms/parents.asp>

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

EXIT CHARMS

BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR WEBSITE AND ANY SERVICES ARE SUBJECT TO OUR [TERMS OF USE](#) AND [PRIVACY STATEMENT](#)

Student Area Password: (Case Sensitive!)

***** Enter Show Hint

This is the first time you have logged in to Charms, your password is your ID number.

Public Calendar Email Staff Handouts & Files Website

Step 2: Editing Your Student’s Information

- You should now be on the Parent/Student Area Home Page. In the bottom left-hand corner click “Update Info” (see Figure 2.1).
- You are now in the Student Info portion of the Charm Website (see Figure 2.2). You should only add student information on this page.
- Please review Figure 3 and complete the information for all 9 marked fields.
- **Important: You must click the green “Update” button in the top right-hand corner to save your information.**

Figure 2.1

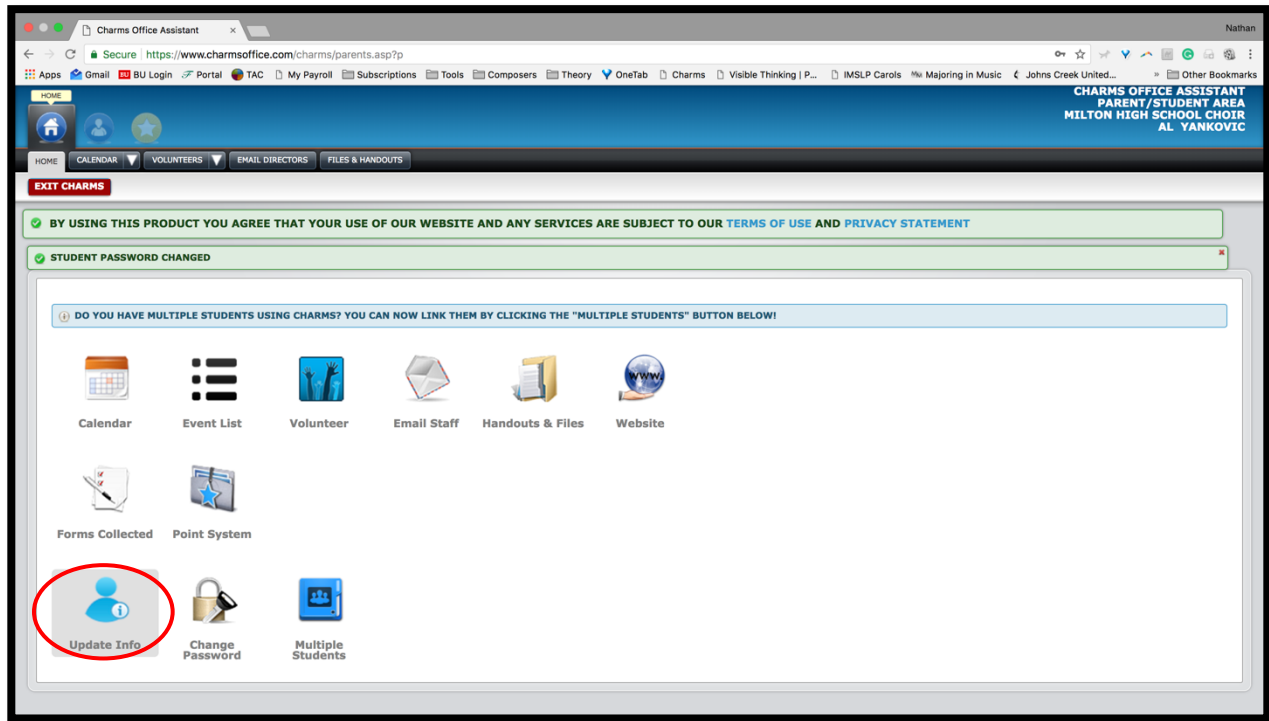
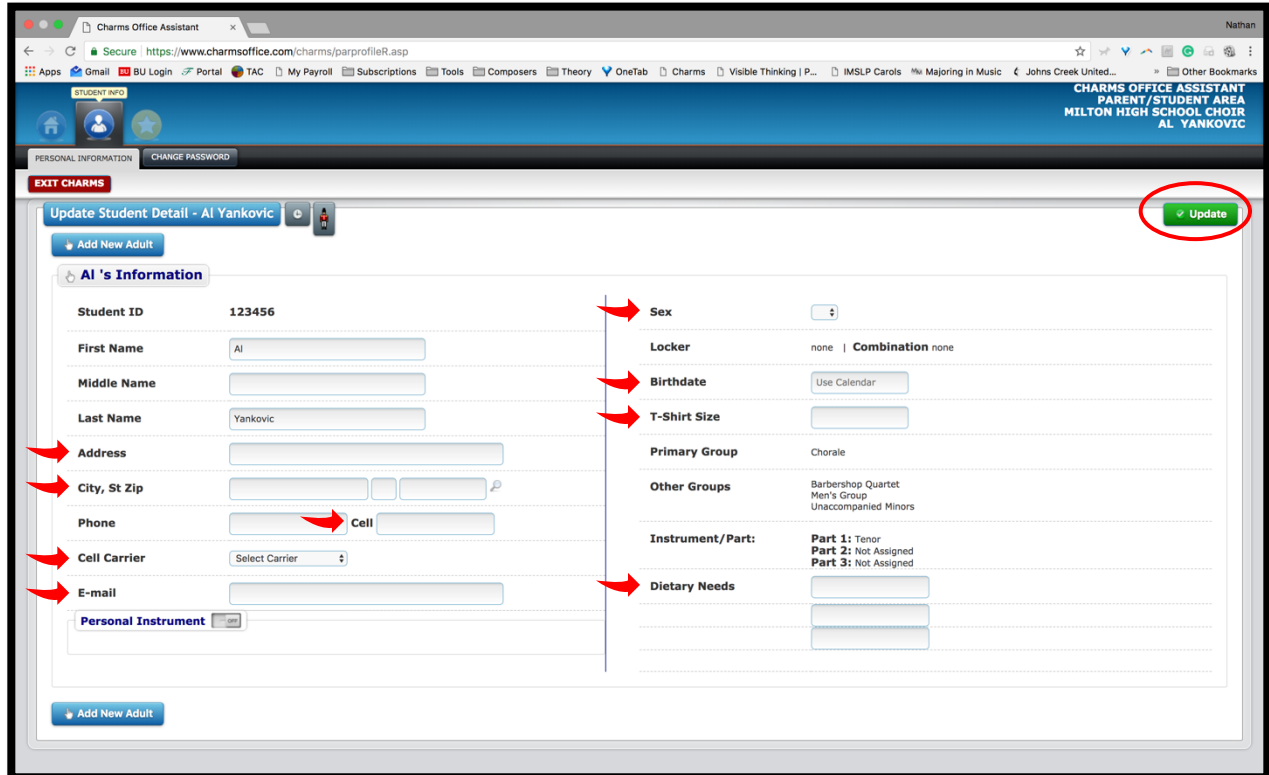


Figure 2.2



Step 3: Adding Adult Information

- At the top of the Student Info Page, under *Update Student Info – Your Child’s Name* you should see the “Add New Adult” Button.
- Click the button to bring you to the Adult Info page (see Figure 3.1).
- Please review Figure 4 and complete the information for all 7 marked fields. You have the option of importing information from the student page if you wish.
- Complete a separate Adult Information page for each parent/guardian you wish to receive information from the Milton Choral Association. You must have at least one adult listed per student.
- **Important: You must click the green “Update” button in the top right-hand corner to save your information.**

Figure 3.1

Update Student Detail - Al Yankovic

EXIT CHARMS

AI's Information

Add New Adult

Copy Dotted Fields From Student?

Salutation

First Name

Last Name

Work Phone

Home Phone

Cell Phone

Carrier

Address

City, St Zip

Relation

E-mail 1

E-mail 2

Occupation/Skills

Update

Step 4: Adding Student Schedule Information

- At the top of the Student Info Page, to the right of *Update Student Info – Your Child’s Name* you should see a small button with a clock (see Figure 4.1). Click it.
- You should now be on the Student Schedule page (see Figure 4.2). Please enter your student’s class, teacher, and teacher email for periods 1-7.
- **Important: You must click the blue “Save” button in the bottom left-hand corner to save your information.**

Figure 4.1

Charms Office Assistant

STUDENT INFO

PERSONAL INFORMATION CHANGE PASSWORD

EXIT CHARMS

Update Student Detail - Al Yankovic

Update

AI's Information

Add New Adult

Copy Dotted Fields From Student?

Salutation

First Name

Last Name

Work Phone

Home Phone

Cell Phone

Carrier

Address

City, St Zip

Relation

E-mail 1

E-mail 2

Occupation/Skills

Figure 4.2

Charms Office Assistant

AI Yankovic Class Schedule

Period	Class Name	Teacher	Teacher E-Mail
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			
Period 6			
Period 7			
Period 8			

Save Close