

Charms Office Assistant Access Instructions

Step 1

Go to
<http://www.charmsoffice.com>

Step 2

Click "ENTER", located at the header near the top right hand corner of the page.



EXIT CHARMS

Login to the Charms System

TEACHERS AND HELPERS ONLY

Please Enter Your User Name:

Please Enter Your Password:

[Need Login and/or Password?](#)

PARENTS/STUDENTS/MEMBERS

Please enter your school code:

[Need School Code? - Click Here](#)

Step 3

In the "Parent/Student login box, type the following:

sevenlakesorch
(all lower case, no spaces)

Step 4

Click "Enter Student/Parent Area."

CHARMS OFFICE ASSISTANT
PARENT/STUDENT AREA
SEVEN LAKES HIGH SCHOOL ORCHESTRA

HOME CALENDAR VOLUNTEER NEEDS EMAIL DIRECTORS

EXIT CHARMS 3 NEWS ITEMS!

Student Area Password:

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

Trip Chaperone Passwords:

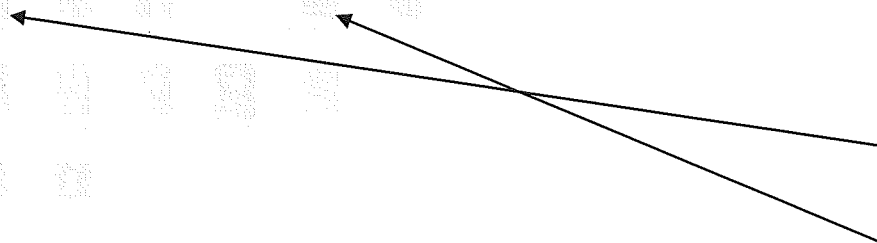
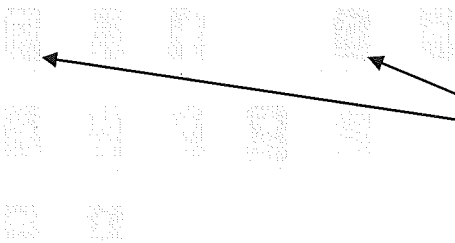
Public Calendar Email Directories Website

Step 5

In the Student Area Password box, type your student's KISD ID number.

Step 6

Click "Enter"



Step 7

View your student's Menu Page

Click "School Calendar" to view the 2011-2012 Orchestra Calendar

Click "Handouts" to view and print important documents, such as the Orchestra Handbook and Orchestra Calendar.

Click "Finances" to see financial statements

Click "Forms Collected" to see which forms your student has or has not turned in.

Click "Personal Info" to access Contact Information

Please note: We do not use the "Absences & Tardies" button. Other items are being updated. Please **DO NOT** change your child's password.

