

# CHARMS

Fine Arts programs in AISD use a computer program called Charms for record-keeping and communicating with parents. When you login, you can see handouts, forms, the Orchestra Handbook, calendar of events, and much more. This program is also used by the Choir and Band at Boles and is used at Martin High School in all the Fine Arts departments.

Below is how to login and update your information. You will be able to update this information throughout the year if necessary (i.e. address, phone numbers, email).

## How to access Charms:

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com)
- Locate the "Parent/Student Login" section of the web page.
- Login to your child's program account using the following login:  
**bolesjhorch**
- This will bring up the main parent page. It will allow you to look at your child's program's public calendar, event list, handouts, etc.
- Clicking on an event on the calendar brings up the details for that event, such as times, venue, etc. Clicking on the "event list" puts all of the calendar information in a list form for easy printing.
- When you enter your child's ID NUMBER (lunch #), another more detailed screen appears with even more options to view your child's information. You can readily see what signed forms your child needs to turn in. Enter your child's ID First--then you may create your own unique password by clicking on the "Keys icon".
- Student Information Form - you may help make changes to your child's student information page (updating phone #'s, email addresses, etc) to help the teacher communicate with you more effectively.
- Most importantly, the parent page assists both you and the teacher to communicate with each other.

