

CHARMS OFFICE

ASSISTANT

The Texas A&M University-Commerce Music Department consolidates student information in a powerful cloud-based database called Charms Office Assistant. As a student in the department, Charms allows you to personally update your contact information to be certain that you receive routine correspondence from the Department Head, administrative assistants and ensemble directors. The Charms interface will also allow you to check the departmental calendar, email ensemble directors, view and download sheet music, audition music and other departmental forms, and listen to reference recordings of ensemble literature.

Logging into Charms is easy. This step-by-step guide will guide you through the process of logging in, updating your contact information and accessing media.

STEP ONE

Log on to www.charmsoffice.com

The premiere management, communication, assessment, and financial system used by successful programs everywhere.

Home Contact Us About Charms Get Trial Features Demo **ENTER/LOGIN**

Teachers/Helpers
Parents/Students/Members

Click on Parents/Students

STEP TWO

Charms Parent/Student/Member Area

Please Enter Your School Code:

(for a demo, please enter "cornchoir" or "ehsband")

Enter Charms

Need School Code?

Enter tamucmusic

STEP THREE

HOME

HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS

EXIT CHARMS

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.

Enter your CWID#

STEP FOUR

Once logged in, you will see the screen below.

The screenshot shows a web dashboard with a blue header and a navigation menu. The navigation menu includes: HOME, CALENDAR, VOLUNTEERS, EMAIL DIRECTORS, and FILES & HANDOUTS. Below the navigation menu is a red button labeled "EXIT CHARMS". A blue banner contains the text: "DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE 'MULTIPLE STUDENTS' BUTTON BELOW!". The main content area features a grid of 18 icons with labels: Calendar, Event List, Volunteer, Email Staff, Handouts & Files, Finances, Forms Collected, Absences, Point System, Inventory Uniforms Library, Instrument Insurance, Private Live Online Lessons- The ZOEN, Update Info, Change Password, and Multiple Students. A white arrow points from a black box at the bottom right to the "Multiple Students" icon.

Select relevant options



ENJOY