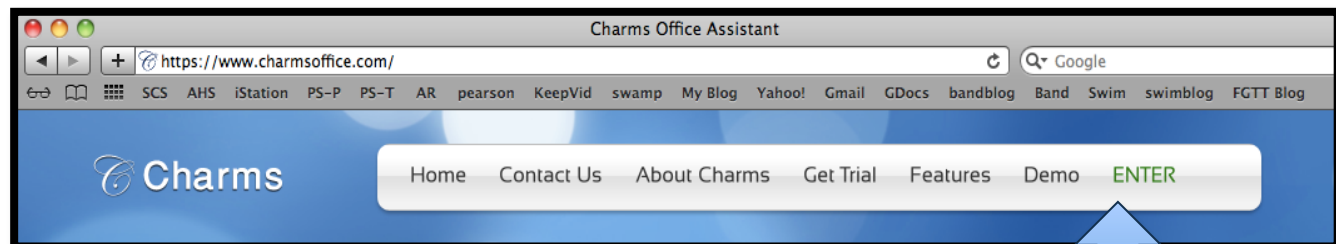


# Signing into the Charms Website for ArITNHSBand

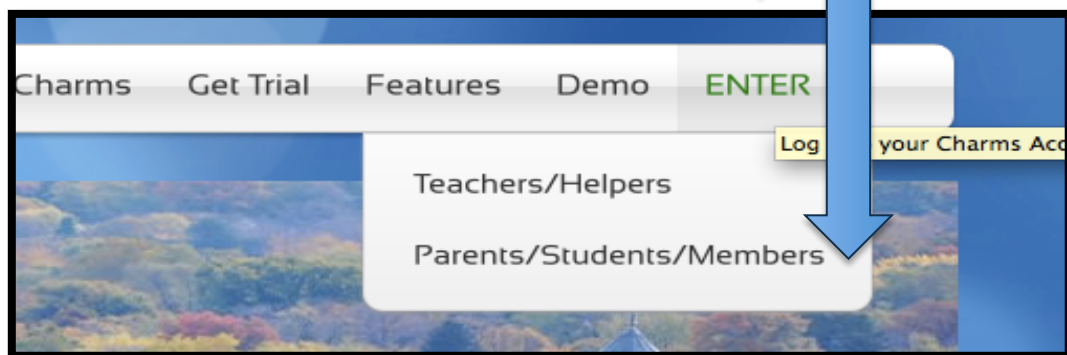
1. Access the Charms Website using the following link:

<https://www.charmsoffice.com/>



2. Click on Enter

3. Then click on Parents/Students/Members



4. Enter the school code: ArITNHSBand

A screenshot of the "Charms Parent/Student/Member Area" login page. It features a blue header with the Charms logo and the text "Charms Parent/Student/Member Area". Below the header, it says "Please Enter Your School Code:". There is a text input field containing "arITNHSBand". Below this field is a list of suggestions: "ArlingtonBand", "ArITNHSBand" (highlighted in blue), and "arITNHSBand". At the bottom, there is a checkbox labeled "Need School Code?" with a checkmark icon.

5. Type your students ID  
First letter of first name.  
Last name  
Number 0

**NOTE the CAPITAL LETTERS...**

Tom Hanks  
would be  
THanks0



6. Click on Change Password...



7. Enter your student's ID again and then create your new password.

# Useful Icons on the Home Page

## NOTE:

*financial information will  
be added near the end of  
August*



Click the  
Website  
Icon to go to  
Ms. Clement's  
Web Pages...

The main home page interface is a light blue rounded rectangle containing several icons. At the top left is a 'school calendar' icon (calendar with '30') labeled 'Calendar'. Next to it is an 'event list' icon (notepad) labeled 'Event List'. To the right is a 'volunteers' icon (hand) labeled 'Volunteer'. Further right is an 'email teachers' icon (envelope) labeled 'Email Directors'. Below these are 'student forms' (notepad) labeled 'Forms Collected', 'handouts' (stack of papers) labeled 'Handouts &amp; Files', and 'website' (mouse cursor) labeled 'Website'. At the bottom left are 'personal info' (graduation cap) labeled 'Update Info' and 'change password' (keyhole) labeled 'Change Password'. A yellow arrow points from the 'handouts' icon to the 'Files in Folders' screenshot. Two pink arrows point from the 'Calendar' and 'Event List' icons to a text box. Another pink arrow points from the 'Website' icon to the 'Click the Website Icon...' text box. An orange arrow points from the 'Website' icon to the 'Click the Website Icon...' text box.

Updated Calendar and Event  
Lists are available on Ms.  
Clement's Web Pages 😊

These icons are not being used at  
this time...

to contact the directors:  
Use scs emails