

PERMIAN HIGH SCHOOL

1800 EAST 42nd STREET ODESSA, TX 79765



HOW TO ACCESS THE 2018-2019 PERMIAN ORCHESTRA CHARMS PAGE:

- CHARMS is the software The Permian Orchestra uses for tracking student info and finances.
- Log on to www.charmsoffice.com, and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your student’s program account using the following School Code: **PermianHSOrch**
- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, and handouts and other “publicly shared” files, as well as a few other options.
- The first time you go here, enter your child’s **ID NUMBER** into the **Student Area Password** field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. We recommend **DO NOT** change your password from your students ID number. In many cases, the new password will be forgotten and you will be locked out of the system.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is partially up to the Account Administrator or Head Director.
- Two areas in which you can help the director/administrator maintain his/her records:
 - **Update Personal Information** – if the director has allowed it, you may help make changes to your and your child’s student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. You may also be able to indicate which parent volunteer/resource groups you would like to participate in, if this feature is activated. Click **Update Info** to save changes.
 - **CHARMS accepts credit card payments and you can make credit card payments for fees, trips and deposits to your student’s account.** Click **Finances** – REMEMBER: the system will charge a flat 3% fee for using this option.
- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”). It’s the way to stay in touch on the go!
- Please have ALL your info updated and entered by **FRIDAY, SEPTEMBER 1st**.