

How to access parent information

CHARMS

for the

Centennial High School Choral Dept.

- Log on to www.charmsoffice.com
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
 - The link at www.centennialhschoir.com will take you directly to this portal.
- Login to your student’s account using the following login: *centennialhschoir*.
- This will bring up the main parent page. Here you will be able to look at the Bell Choir Program’s **public calendar, event list, handouts and other program files**.
 - Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities.
 - Clicking on “event list” puts all of the calendar information in a list form for easy printing.
- When you enter your child’s BISD assigned ID NUMBER: _____, another more detailed screen appears with even more options to view your student’s **uniform assignments, music assignments, financial records, forms and inventory**.
 - Once you have logged-in, you may create your own, unique password by clicking on the “**keys icon**.”
 - Please make sure you visit the **student information form** to help us keep program information as up to date as possible. You may make changes to your child’s **student information page** (such as updating phone numbers and email addresses if they change) enabling Mr. Cooley to communicate with you more effectively.
 - **Please be sure to place any mobile phone numbers in the appropriate blank and select your carrier.** This will allow the department to periodically contact you/your student with important program information during the school year.
- Thank you for taking the time to update your information and making use of this site to keep in touch with your student’s activities.