

Stay Connected to Wando Chorus

Please update your all student and parent information in
CHARMS OFFICE ASSISTANT

1. Go to www.charmsoffice.com

2. Click- Enter/Login

3. Click-Parent/Student/Members

4. Enter School Code: wandochorus

5. Enter Student Area Password:

If this is the first time you have logged into Charms, your password is your Wando Chorus ID number. **Student ID**

Now click on Change Your Password, , and make sure to write down your new password and keep it in a safe place!

6. Click: Update Info



7. Please update and enter all information:

- Student Name
- Address
- Cell Phone
- Cell Carrier
- Student Email
- Sex: M/F
- Grade
- Birthday

• DON'T FORGET TO HIT **Update** This will save your work!

8. Add New Adult

- Name
- Copy Fields from Student?
- Work Phone
- Home Phone
- Cell Phone
- Cell Carrier
- Parent Email

• DON'T FORGET TO HIT **Update** This will save your work!

9. Exit Charms

- When you are sure you have saved all your information by hitting the
- Click **EXIT CHARMS** in the upper left hand corner to logout.

UPDATE