

How to access parent/student information in

# CHARMS

*FOR NEW STUDENTS:*

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click the “ENTER/LOG IN” link at upper right.
- Locate the “PARENTS/STUDENTS/MEMBERS LOGIN” section of the web page.
- Login in using the following School Code:

**WALTONHSChoir**

- Enter your child’s Walton Student ID NUMBER as a **Student Area Password**. Once you have first entered this ID number, you will be prompted to create your own, unique password, which should be a minimum of 6 characters.
- Now, click on the “**Update Info**” icon and complete information fields. Then, click “**Add New Adult**” and enter parent contact information. Finally, be sure to click “**Save Changes.**”

**COMPLETE BY FRIDAY, AUGUST 6<sup>th</sup>.**