

How to access parent information

CHARMS

AMERICAN FORK HIGH SCHOOL CHOIR

- Log on to www.charmsoffice.com
- Locate the “PARENT/STUDENT LOGIN” section by clicking on “Enter.”
- Login to your child’s program account using the following login: **afchoir**

- This will bring up the main parent page. This will allow you to look at afchoir’s **public calendar, event list, handouts and student accounts for tour, uniforms, etc.**
- 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 ID NUMBER, (**your Alpine District student #**) another more detailed screen appears with even more options to view your student’s music assignments, financial records, forms and inventory. Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “keys icon”
- The area in which you can help the director maintain her records:
 - **Student information form** – you need to help make changes to your student’s student information page
 - **Enter home address**
 - **Enter student cell phone WITH AREA CODE**
 - **Enter home phone**
 - **Enter student email address**
 - **Enter sex**
 - **Enter birthdate (hint: you were not born in 2013)!!!!**
 - **Enter your T-shirt size (adult sizes s-5X)**
 - **Then click on “Add New Adult” and enter parents’ cell phones and email information**
 - **CLICK “UPDATE” IN THE TOP RIGHT CORNER!!!**
- Most importantly, the parent page assists both you and the teacher to communicate with each other.

- You will also see links to enter Practice Logs, and use the Recording Studio.
Students will use these on assignments factored into his/her grade!