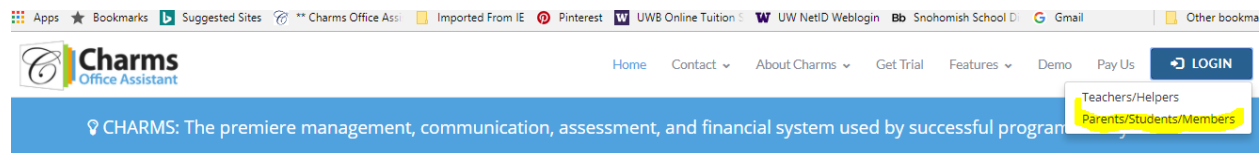


STUDENT CHARMS LOGON INSTRUCTIONS

Go to www.charmsoffice.com (Or click on link from band website)

In the upper right corner click on ENTER/LOGIN and select PARENT/STUDENT/MEMBERS



Enter school code GPHSBand and click on the ENTER CHARMS button.

A screenshot of the Charms Office Assistant login form. The form is titled "Charms Office Assistant" and asks the user to "Please enter your school code". A text input field contains "GPHSBand". Below the input field is a blue button labeled "ENTER CHARMS". A note below the button states: "NOTE: By using this product you agree that your use of our website and any services are subject to our Terms of Use and Privacy Statement".

In the Student Area Password box, type in you're the student's password. (See below picture for password instructions.)

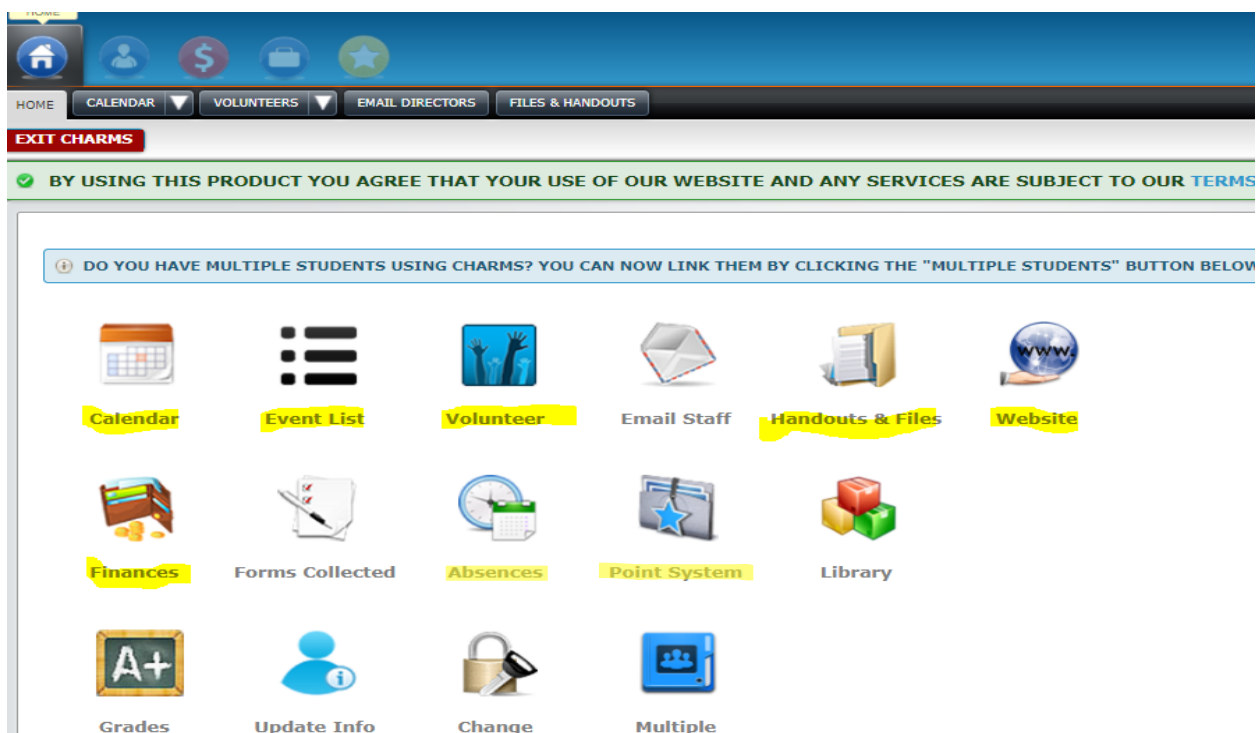
A screenshot of the Student Area Password login screen. The screen has a navigation bar with buttons for HOME, CALENDAR, VOLUNTEERS, EMAIL DIRECTORS, and FILES & HANDOUTS. Below the navigation bar is a red button labeled "EXIT CHARMS". A green banner with a checkmark icon contains the text: "BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR WE". Below the banner is a section titled "Student Area Password: (Case Sensitive!)" with a text input field, an "Enter" button, and a "Show Hint" button. Below the input field is the text: "If this is the first time you have logged in to Charms, your password is your ID number."

If your student is a prior Charms user, his/her student password will remain the same as it was for the prior school year. If your student has lost or forgotten his/her password, email the Band Boosters at gphsbandboosters@gmail.com and his/her password will be reset to their student ID number (same number they are assigned in Skyward) and then your student

will again need change the password when he/she next logs on. The boosters will respond to your e-mail when the password has been reset back to the ID number.

If your student is an incoming freshman or new to Glacier Peak, your student's temporary password will be his/her student ID number (same as the one they are assigned in Skyward). After typing in his/her ID number, your student will be prompted to change his/her password. We recommend students share passwords with parents and make note of the password and keep or store it in a safe place for reference as needed.

Through Charms, students can access various areas that are currently used in the Band Program including the areas of Calendar, Finance, Volunteer, Handouts and Files, Absences (for events where attendance is taken for the purpose of lettering points), Point System and even a link to the Grizzly Band website.



NOTE: If a student participates in fundraisers for trips or other events, the finance area allows students to see and track funds that he/she has earned.

Funds a student earns by fundraising can be used for trips, field trips and/or festivals, but it is up to you and your student to notify the Band Boosters via e-mail at gphsbandboosters@gmail.com that you wish to use funds earned for those events. Funds earned through fundraising will rollover to the next school year, however, funds earned through fundraisers cannot be cashed out. Any funds earned through fundraising that a student does not use by the time they graduate will be rolled over to the Booster Scholarship account that is used to help students in need.