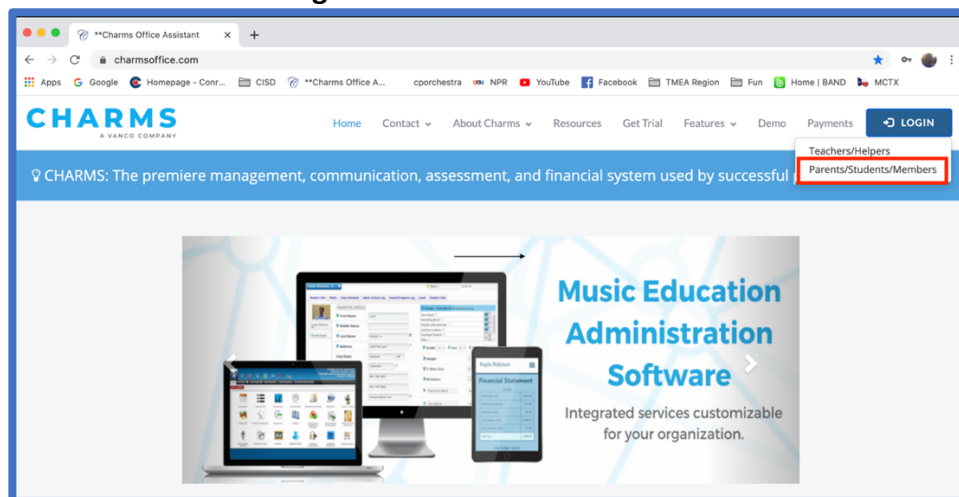
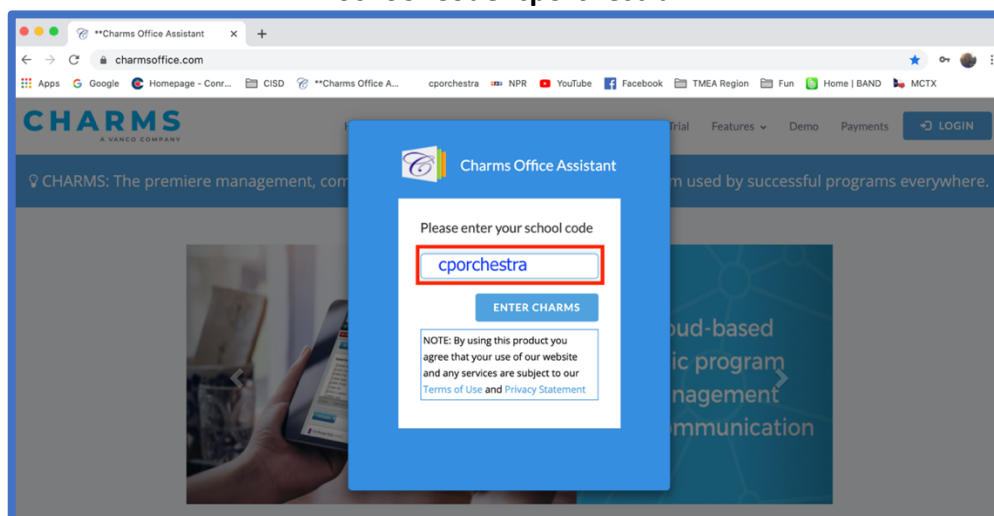


Cavalier Orchestra Students/Parents- the following tutorial should help you navigate the Charms website. Once your profile is created, you should only need to return to this site to make payments or update your profile. Thanks so much!

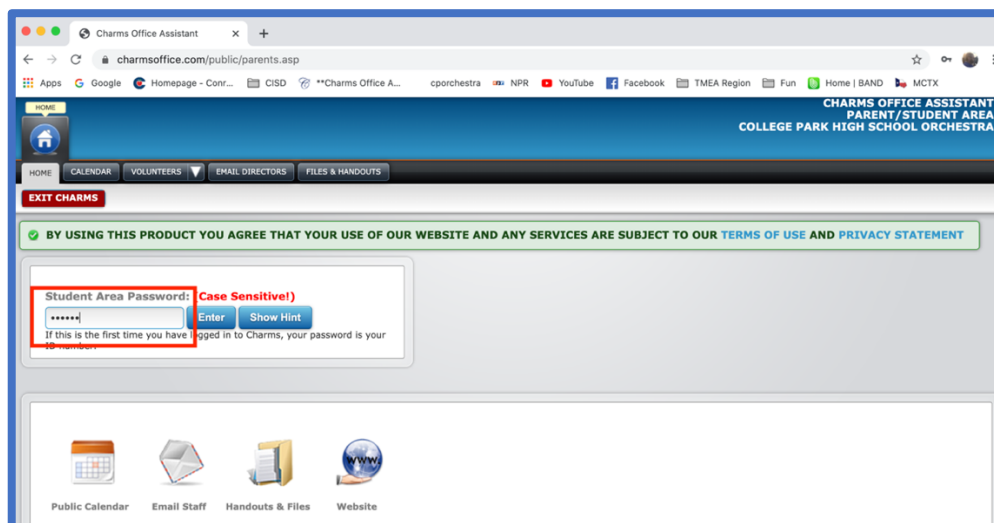
Login: [www.charmsoffice.com](http://www.charmsoffice.com)



School Code: **cporchestra**



Student ID Password



## Creating New Password

Charms Office Assistant

charmsoffice.com/public/updatepasswordR.asp?u=Y

EXIT CHARMS

Change Student Password

PLEASE CHANGE YOUR CHARMS PASSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER.

Current Password/ID:

New Password:

Confirm New Password:

New Password Hint:

Change Password

Password must be a minimum of eight characters long, including alpha and numeric character and one capital letter.

## Student Profile

Charms Office Assistant

charmsoffice.com/public/parents.asp?p

EXIT CHARMS

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](#)

STUDENT PASSWORD CHANGED

DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE "MULTIPLE STUDENTS" BUTTON BELOW!

Calendar, Event List, Volunteer, Email Staff, Handouts & Files, Website, Finances, Forms Collected, Absences, Point System, Inventory Uniforms Library, Recording Studio, Update Info, Change Password, Multiple Students

CHARM'S OFFICE ASSISTANT  
PARENT/STUDENT AREA  
COLLEGE PARK HIGH SCHOOL ORCHESTRA  
DR. KEMPTER

Complete/confirm the following in the red boxes - Update when done

Charms Office Assistant

charmsoffice.com/public/parprofileR.asp

EXIT CHARMS

Update Student Detail - Dr. Kempter

Update

Dr.'s Information

Student ID: 739965

First Name: Dr.

Middle Name:

Last Name: Kempter

Address:

City, St, Zip:

Phone:

E-mail:

Personal Information

Sex:

Locker:

T-Shirt Size:

Primary Group:

Other Groups:

Instrument/Part:

Binder:

Method Book:

Polo:

Dress Shirt:

Add New Adult

## Add Adult(s) – Update when done

Update Student Detail - Dr. Kempter Update

**Add New Adult**

Copy Dotted Fields From Student?

Salutation

First Name

Last Name

Work Phone

Home Phone

Cell Phone

Address

City, St Zip

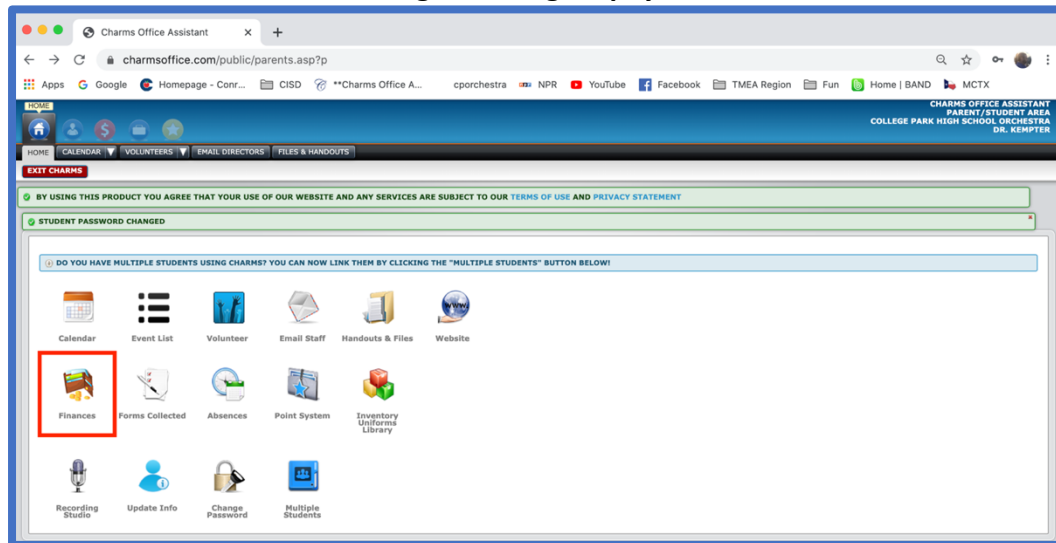
Relation

E-mail 1

E-mail 2

Occupation/Skills

## Making/checking on payments



Toggle the payment(s) you wish to make, then click **Pay Fixed Payments**.  
This will only show Membership fees (semester, reduced, sibling)

FINANCIAL STATEMENT TRANSFER REQUEST

EXIT CHARMS

**Student Financial Statement**

Trip Ledger Balance Credit	0.00	
Fixed Payments Due	150.00	
Fundraising Balance Credit	0.00	
Miscellaneous Balance Credit	0.00	
Store Balance	\$ 0.00	
<b>TOTAL BALANCE DUE</b>	<b>\$ 150.00</b>	

There are no scheduled trips for this student

**Student Fixed Payment Detail** Pay Fixed Payments

Paid Date	Item	Amt.	Paid By
not paid	Orchestra Membership	150.00	PayPal
<b>Total Fixed Payments Due</b>		<b>\$150.00</b>	
<b>Total Fixed Payments Paid</b>		<b>\$0.00</b>	
<b>Total Unpaid Fixed Payments</b>		<b>\$150.00</b>	