

## UPDATING/VERIFYING CHARMS INFORMATION

- Charmsoffice.com
  - Parents/Students/Members
  - School Code: brokenarrowvocal
  - Enter Parent Area
  - Student Area Password: if you have not logged on before, this password is your student's school ID number)
  - Enter
- Click on the UPDATE INFO icon
  - Verify/correct current student information
  - Bottom left (under student's information) you will see parent/guardian information or Add new adult
    - verify/correct current information
    - Add new adult information if needed
- Return to home screen
- EXIT CHARMS