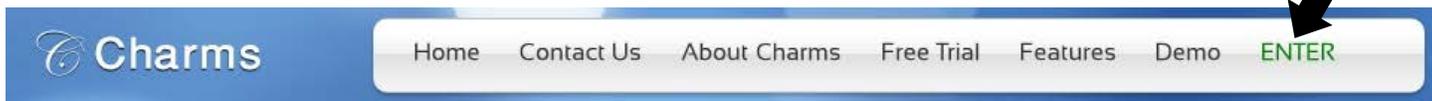


CHARMS INSTRUCTIONS

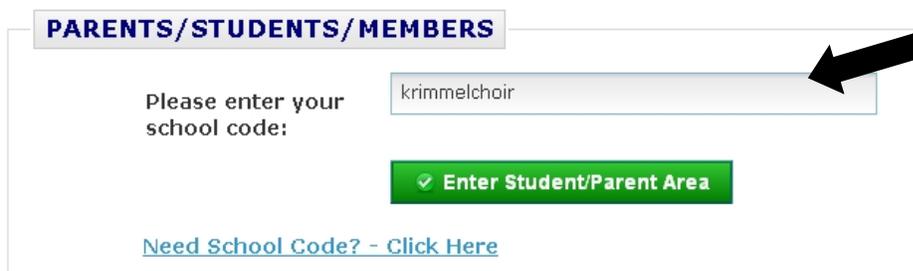
Charms is an online information management system that Klein ISD music programs use to keep student and parent information readily available to our staff.

We need your help in keeping your information accurate and current.

1. On any computer, go to <http://www.charmsoffice.com>



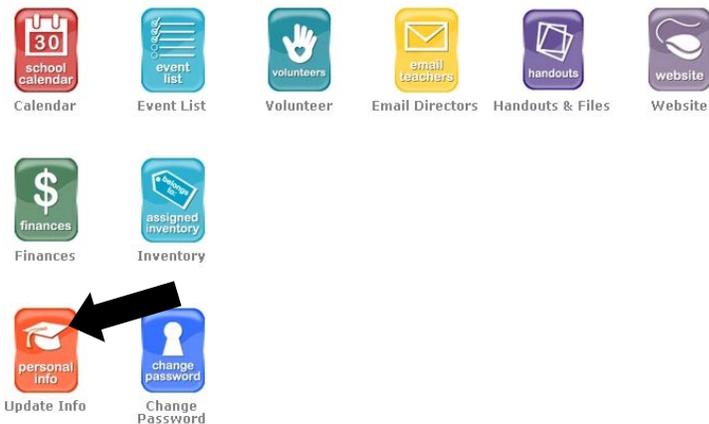
2. Find Parent/Student Login and enter KimmelChoir and press Enter Student/Parent Area.



3. Put your student's ID number in the Enter Student ID/Password field.



4. Click on the icon for personal info



5. Complete as many fields as possible and then click update in the top right-hand corner.



6. You may access the Charms website at any time and use the resources available to you. Another option is to change your password. The default password is your child's ID number; however, you may change it to something easier to remember for you if you wish.



7. If you have any questions please do not hesitate to contact us.

Mr. Green
832-275-7149
jgreen4@kleinisd.net

Ms. Villarreal
832-375-7129
Fvillarreal1@kleinisd.net