

# *Celina High School Band*

## *Student Information Assignment*

Completion Date: Friday May 22, 2009

Who: All Members of the 2009-10 CHS Bands

Why: We are transitioning to an online data management system that will enable us to better keep you informed, track inventory, complete assignments, and generally run the program in a much more efficient manner. **All of your information will be secure, and not available anyone but our authorized personnel.**

This assignment is to be completed with the assistance of one parent:

1. Go to <http://www.charmsmusic.com>
2. Look at the right hand side of the screen. In the "Student/Parent Login" box, enter our school code, which is CelinaHSBands
3. When prompted, enter your student id code, which consists of the first three letters of your first name, the first three letters of your last name, and the last two digits of your graduation year. For example, a current 8<sup>th</sup> grader named Ima Ardvark would enter "ImaArd13".
  - a. **If you are unable to log in, one of two things has happened:**
    - i. You didn't turn in an information form for some reason. See Mr. Sellars or Mrs. Kalcec, and we will set you up in the system so you can log in.
    - ii. You are entering your id differently than the name you usually go by. For example, if your full name is Gertrude, but you go by Trudy, try it that way.
    - iii. If you still can't log in, see Mrs. K or Mr. S and we will straighten things out.
4. Once logged in, complete the following:
  - a. Change your password: Click "Password" on the right side of the screen and follow the instructions.
  - b. Check and correct your information: Click "Student Information" on the right side of the screen, and check your information for completeness and accuracy. Change anything that is incorrect or incomplete.
  - c. Once your info is accurate, Click the "Update" button at the top of the form.
5. Log out by clicking "Exit" on the top left side of the screen.