How to Use Charms Office

1. Go to www.charmsoffice.com
2. Scroll over to **ENTER**
3. Click on **"Parents/Students/Members"**
4. You will be asked for a **School Code**. Type (in the box provided) **rangerregiment**, then press enter
5. Once you have reached this point you can access all of the audition music or any files by clicking on the **"Handouts & Files"** icon and link. You can also access the band's interactive calendar by clicking the **"Public Calendar"** icon and link.

Students or Parents Who Wish to Access Their Personal Information

1. You will need a ***unique band student ID*** that you can obtain by emailing Mr. Canfield at jcanfield@ems-isd.net ***(this is not your EMSISD student ID number)***
2. Enter your **band ID** in the space provided under **"Student Area Password"**
3. Once you have accessed your personal information ***change your password immediately***. Make sure you choose a password that you can remember.
4. Update all of your personal information and ***save any changes***.
5. You will be able to access band grades, fundraising accounts, and other information from your personal information page.

If you still have questions, please contact Mr. Canfield at jcanfield@ems-isd.net