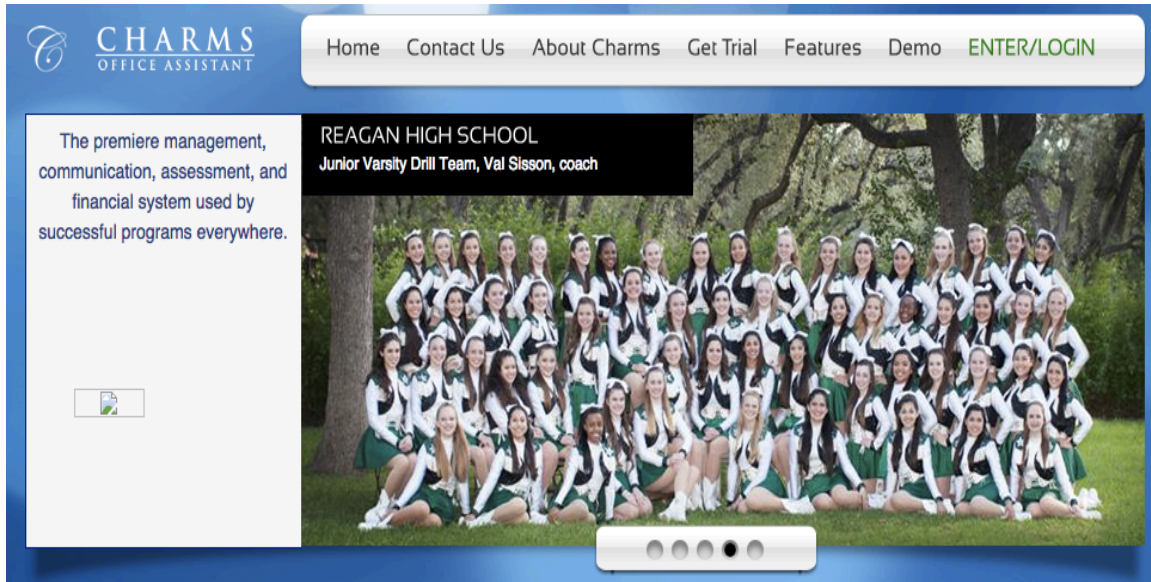


How to log into CHARMS Office Assistant

1. Go to www.charmsoffice.com
2. Click on the Green “Enter” on the Top-Right of the page.

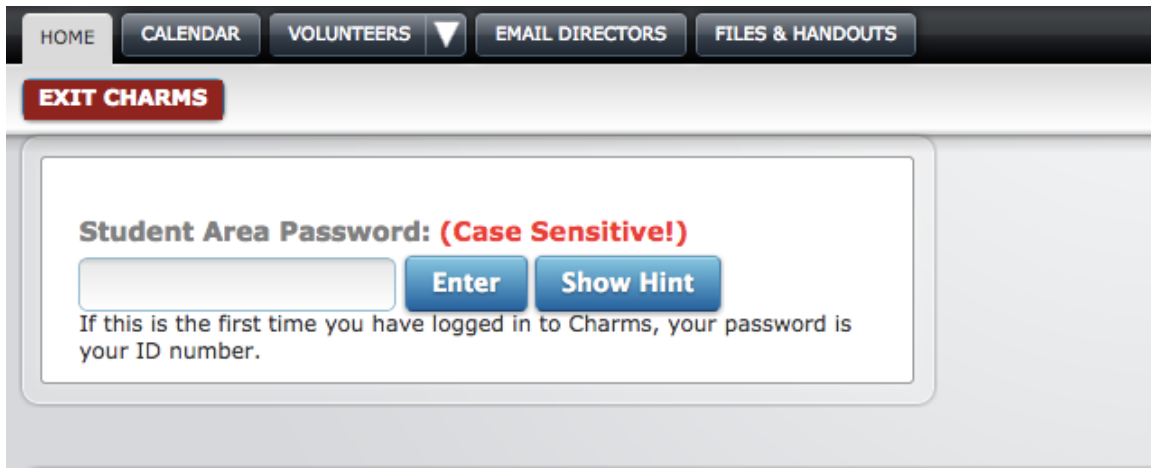


3. In the Parent/Student/Members Login area enter the school code...which is “NewarkHSBand” and click “Enter Student/Parent Area”

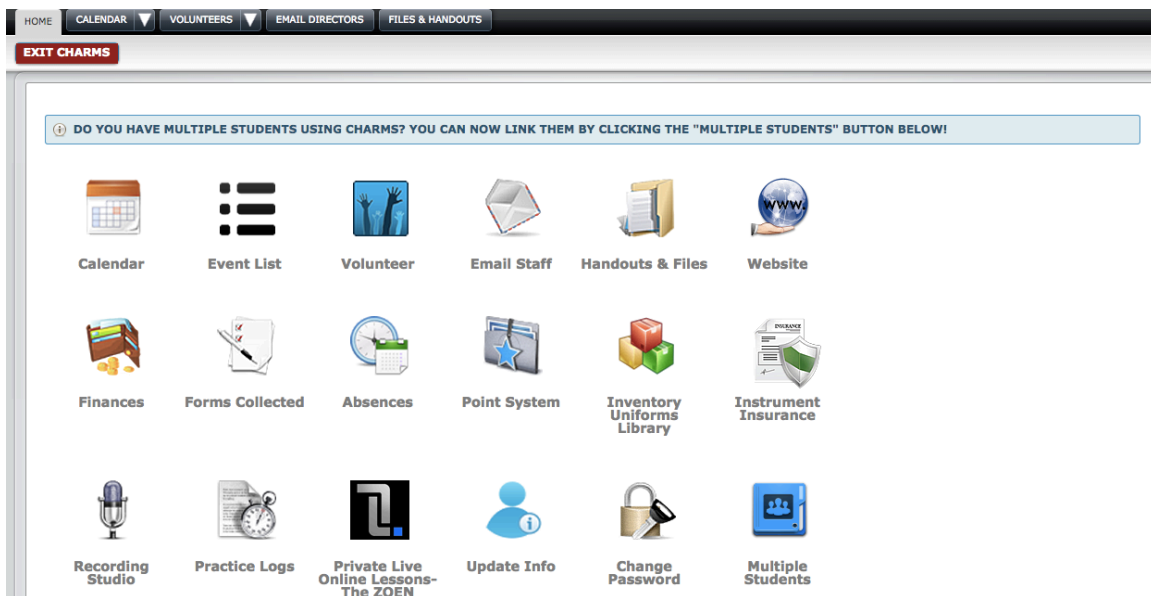
The screenshot shows the login interface of the CHARMS system. At the top left, there is a red "EXIT CHARMS" button. Below it is a "Login to the Charms System" button. The interface is divided into two main sections: "TEACHERS AND HELPERS ONLY" and "PARENTS/STUDENTS/MEMBERS". The "TEACHERS AND HELPERS ONLY" section has a "Please Enter Your User Name:" field, a "Please Enter Your Password:" field with a "(case sensitive!)" note, and a green "Enter Charms" button. There is also a blue link for "Forgot Login and/or Password?". The "PARENTS/STUDENTS/MEMBERS" section has a "Please enter your school code:" field, a green "Enter Student/Parent Area" button, a blue link for "Need School Code? - Click Here", and a blue button for "Having Trouble Entering a School Code? Click Here For Help!".

Turn over to the back of this paper

4. Enter your child's NCS Student ID Number for the "Student Area Password"



5. Select the button for "Update Info"



Be sure to fill in all of the information. The first section is for student information which includes the opportunity for their cell phone and email address. Then there is a section for information for both adults. We would like to do as much communication through email as possible to save on postage, so please make sure parent/guardian and student email addresses are accurate.