

*****Charms Music Office Assistant*****

We are using an exciting Web-based music administration tool that will greatly improve our communication and record keeping.

Follow the followings steps to access your students account, check on the calendar, look at newsletters, forms etc, and to e-mail Mr. Miller

To access the AF Charms program take the following steps:

1. Open up the Charms site at www.Charmsoffice.com
2. Open the parents section at the left of the menu, it is highlighted blue.
3. Log in is **Americanforkhsb**
4. From this screen you can view the band calendar, download forms or e-mail. Mr. Miller
5. Enter your students school ID#
6. This screen will allow you to view several areas including inventory, music, uniforms and forms your student might have. The financial information is still being worked on and is not functional at this time.
7. **Click “Student Info” and you can update your students info including information about parents.**

AF Band Web Page

You can also access the AF Band web page at www.afbands.org It contains forms and calendar information. It also has a link to Charms.