

Communication System for all Music Students

CHARMS

Each student has been set up with an account in Charms Office Assistant.

All of the information is confidential and can only be accessed by Conservatory teachers and staff.

Follow the steps below to access your parent/student information.

- Log on to www.charmsoffice.com and click the “ENTER” link at upper right.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your student’s account using the following School Code:

valleychristian (no space)

- Enter the student’s **Valley Christian ID NUMBER** (as listed on the student ID card or schedule) in the **Student Area Password**. Another more detailed screen appears with even more options to view your student’s information. Once you have first entered the ID number, you may create your own, unique password by clicking on the “keyhole” (**Change Password**) button.
1. **PLEASE Click UPDATE and check your information as soon as possible** – for student and both parents.
 - Click the **Personal Info** button. Update your address, email addresses, and phone numbers, including cell numbers. Parents buttons will be listed below. If they are not, please add them.
 - **EMAIL** - A student email must be entered. Each VCS student has their warriorlife account already entered into Charms. Make sure you check your warriorlife account at least every other day. Very important information will be emailed to both students and parents from the Conservatory.
 - **Parents** - If you get a lot of daily emails, you might want to consider setting up a separate, free account with gmail or yahoo to receive JUST school and/or Conservatory emails. Put that email address into Charms and in the student’s Powerschool account.
 - **SPAM SETTINGS - IMPORTANT** - Go into your browser settings and **ALLOW** emails from charmsoffice.com and dorianhost.com – all emails sent through Charms will show as coming from Charms, and if you don’t change your spam filter to accept these, you will not receive our emails! You will see who is sending the email, and you may respond back to that person.
 - **TEXT MESSAGES** – Various groups may use a text-message feature while we are on trips or for urgent announcements (i.e. cancellation of meeting or rehearsal). Put your cell numbers and cell phone carriers in the space provided in order for you and your student to receive texts. We will use this very sparingly. If parents put their cell phone/carrier in, they will also receive the texts.
 - **OPT OUT** - If one parent chooses to not be notified about Conservatory activities, you may delete that parent from your Charms account, or just not fill in the cell number or email. But we require the information for at least one parent.
 - **PRIVACY** – the database is secure and for use only by the directors and staff of the Conservatory. Information cannot be accessed by students or other parents.
 - **CHARMS MOBILE** – You can download a free mobile app to Charms for your phone or iPad. Search iTunes or GooglePlay and download: **Charms Parent/Student Mobile**
- **Note: don’t forget to check the website for event info!** www.vcs.net/conservatory **Questions: conservatory@vcs.net**