

Parents:

I wanted to let you know about an application we use in a variety of ways, one of which is communication, and that is the Charms Office Assistant. Some of you may already be familiar with Charms, especially if your child was/is in choir, band, or any number of other extra-curriculars within the district. I believe we are one of the very few JROTC units who use this but it has been invaluable over the past five years. Going into the school year it is the primary source of communication from both the program and the booster club. You can track your cadet's financials on it as well as view the calendar of events for the school year. Here is more information on how to access it:

- 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 child's program account using the following School Code:

ReaganJROTC

- This will bring up the main parent page. It will allow you to look at the "public" calendar for your organization, event list, handouts and other files.
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on "event list" puts all of the calendar information in a list form for easy printing. Note that if a calendar event is specifically assigned to your child, it may NOT show up on this calendar – check the "Student" calendar after entering the student's ID number (see below).
- When you enter your child's **NEISD STUDENT ID NUMBER** as a **Student Area Password**, another more detailed screen appears with even more options to view your student's uniform assignments, music assignments, financial records, forms, and inventory. Once you have first entered this ID number, you may create your own, unique password by clicking on the "keyhole" (**Change Password**) button.
- Two areas in which you can help us maintain records:
 - **Update Personal Information** – if the instructors have allowed it, you may help make changes to your cadet's information page (such as updating phone numbers and email addresses if they change) to help the instructors communicate with you more effectively. Click the **Personal Info** button.
 - **If your program has setup online payments, you can make credit card payments for fees, trips and deposits to your student's account.** If credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
- Most importantly, the parent page assists both you and the instructors to communicate with each other. Stay up to date on what's going on with your cadet!!!
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There is also an app for this and may be found in your device's app store:



Charms Blue – Student App

There are two apps, the white logo Charms app is for teachers and the blue one is for everyone else.