CHARMS OFFICE

ASSISTANT

The Texas A&M University-Commerce Music Department consolidates student information in a powerful cloud-based database called Charms Office Assistant. As a student in the department, Charms allows you to personally update your contact information to be certain that you receive routine correspondence from the Department Head, administrative assistants and ensemble directors.   The Charms interface will also allow you to check the departmental calendar, email ensemble directors, view and download sheet music, audition music and other departmental forms, and listen to reference recordings of ensemble literature.

Logging into Charms is easy. This step-by-step guide will guide you through the process of logging in, updating your contact information and accessing media.

STEP ONE

Log on to **www.charmsoffice.com**

Click on Parents/Students

STEP TWO

Charms Parent/Student/Member Area

Please Enter Your School Code:

(for a demo, please enter "cornchoir"or "ehsband")

Enter Charms

Need School Code? ⌃

Enter tamucmusic

STEP THREE

HOME

HOME | CALENDAR | VOLUNTEERS ▼ | EMAIL DIRECTORS | FILES & HANDOUTS

EXIT CHARMS

Student Area Password: (Case Sensitive!)

Enter | **Show Hint**

his is the first time you have logged in to Charms, your password is your ID number.

Enter your CWID#

Select relevant options

ENJOY