

Please help us to update your **CHARMS** orchestra account.

There are two options to update your account. The web version is most consistent and easiest to type, but the mobile version will give you easy mobile access.

Using Chrome or Safari, navigate to www.charmsoffice.com

- Locate the “Parent/Student Login” section of the web page.
- Enter School Code: fmsorch
- Enter your student’s FBISD ID number (lunch number) in the “Student Area Password.” Your ID may have a zero in front.
- You will be prompted to change your password. We suggest using your first and last initials followed by your ID, as a common password allows the whole family to access your account.
- Once your password is updated you will be directed to the “Home” screen.
- Click on the “Update Info” button.
- Type in and correct any of your student’s information on this page.
- Click the green “Update” button on the upper right of the screen. A green bar will appear across the page to confirm the updated information.
- Scroll down until you see blue buttons with parents’ names or a blue button that says “Add New Adult.”
- Click on a parent’s name to update their screen. Make sure to always click the green “Update” button before navigating to another parent, student, or add button.
- Once you information is updated, you may log out.

Download and open the free Charms Blue App to your mobile device.

- Enter School Code: fmsorch
- Enter “Password/ID” as your student’s FBISD ID number (lunch number)
- You will be prompted to change your password. We suggest using your first and last initials followed by your ID, as a common password allows the whole family to access your account.
- Press the menu bars on the right of the screen.
- Select “My Profile” from the menu.
- Type in and correct any of your student’s information on this page.
- Click the “Save Profile” button at the bottom of the screen.
- A pop up save confirmation will appear to confirm that the information has been updated.
- Scroll back up until you see blue “Edit Adult” icon on the top right side.
- Click on a parent’s name to update their screen. Make sure to always click the green “Update Adult Information” button before navigating to another parent, student, or add button.
- Once you information is updated, you may log out.

Thank you for updating your student and adult information!