



1. Open [www.charmsofficeassitant](http://www.charmsofficeassitant)
2. Locate and pre “Enter/Login” [E/L] button on far right upper page.
3. On the pull down below “E/L” button, press “parent/student/member” button.
4. Enter the school code: **spraguehso**, and press enter
5. You may need to then press the “update info” button
6. Press the “Add new adult” button
7. Fill out the form, being especially careful to include your texting phone number, email address, and additional phone numbers [landline, etc].
8. When completed, be sure to press the “update” button n the upper right portion of the screen
9. Ms. McCann will post emails, schedule changes, calendar of events to keep you as up to date as possible.



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