

## How to access parent/student information in



- **Log on to [www.charmsoffice.com](http://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: alonsoband This will allow you to look at the "public" page. Always move on to the next step for all up to date information specific to your student.**
- **When you enter your child's SCHOOL ID NUMBER as a Student Area Password, you will then be prompted to create your own username and password. There is only one username and password for each student in the program. Be sure to share it with the entire family so everyone has access to the student’s account. If for some reason your Student ID Number does not work or you have forgotten the new password, just email the band director to reset it to your number again.**
- **Once you are officially signed in, you can view files with music and forms, financial statements, the calendar of events and much more. 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.**
- **Two areas in which you can help the director maintain accurate records:**
  - **Update Your Own Personal Information -- throughout the year (please check it TODAY) you may make changes to your Student's Information Page (such as updating phone numbers and email addresses if they change) as well as the Parent Information Pages to help the teacher communicate with you more effectively. Click the Personal Info button.**
  - **You will have the option to make credit card payments for fees, trips and deposits to your student’s account. If payment with a credit card is permitted for the individual fee, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments. You may still also choose to pay with cash or checks. Please refer to the Financial Contract for fees owed. They will be added to your financial statement on Charms as the year progresses.**
- **Most importantly, the parent page assists both you and the director to communicate with each other. Please stay up to date on what's going on with your student!!!**