

How to access parent/student information in Charms

- Log on to www.charmsoffice.com
- Click "**ENTER / LOG IN**" in the upper right corner
- Locate the "**PARENT/STUDENTS/MEMBERS LOGIN**" section of the web page
- Login to your child's program account using the following School Code: **ScottMSBand**
- Click "**Enter Student/Parent Area**"
- This will bring up the main "Public" page. This will allow you to look at the "public" calendar for your organization, event list, handouts and other files.
- The first time you go here, enter "D" followed by your child's School ID Number into the **Student Area Password** field. (Example: "D12345")
- You will be directed to the Change Password screen, to set a password different from the ID, for future use.
- Click on the second icon from the top left titled "**STUDENT INFO**" OR the "**Update Info**" tab at the bottom
- Click on the "**PERSONAL INFORMATION**" tab directly under the icon
- Please update the following for Student Information:
 - Middle Name
 - Address
 - City, St Zip
 - Phone / Cell (If Applicable)
 - Cell Carrier (If Applicable)
 - E-mail (If Applicable)
 - T-Shirt Size (YL, S, M, L, XL, XXL) – All will be adult sizes except the Youth Large (YL)
 - Check "Personal Instrument" if a personal instrument is being used
 - If you own your own instrument please put the Instrument Type (Flute, Clarinet, etc.), Brand (Yamaha, Getzen, etc.), and the Serial Number. Please see a Band Director for assistance if necessary. This is a very important step as it could assist you if the instrument becomes lost or stolen.
 - Sex
 - Birthdate
- Click the green "**Update**" tab in the upper right corner
- Click the "**Add New Adult**" tab
- Please update the following for
 - Salutation
 - First Name
 - Last Name
 - Work Phone (If Applicable)
 - Home Phone (If Applicable)
 - Cell Phone / Carrier (If Applicable)
 - Address
 - City, St Zip
 - Check "**Band Parent Volunteer**" under "**Interests**" (If Applicable)
 - Relation
 - E-mail 1 (If Applicable)
 - E-mail 2 (If Applicable)
 - Occupation/Skills
- Click the green "**Update**" tab in the upper right corner
- Repeat the "**Add New Adult**" tab for as many desired parent and/or guardians