



How to access parent/student information in Charms

- Log on to www.charmsoffice.com, and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your student’s program account using the following School Code:
GMHSBand
- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, and handouts and other “publicly shared” files, as well as a few other options.
- The first time you go here, enter your child’s ID NUMBER (provided by your Director) into the ***Student Area Password*** field. ***Your child’s ID number is the same as their WCPSS Student ID.*** You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a “hint” as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is partially up to the Account Administrator or Head Director.

BENEFITS OF CHARMS:

One-stop login for all student band information

- Get band account balance at any time.
- Instrument loan information
- Event calendar
- All forms and other handouts downloadable from one screen
- Email Mr. Farrell
- Text messaging for announcements (you must provide an email address and cell phone # through Charms...)

One-stop login for all parent band information

- Indicate your interest areas to let Band Boosters know how you can help
- Forms and other handouts
- Volunteer sign-up
- Event calendar
- Text messaging for announcements (you must provide an email address and cell phone # through Charms...)

YOUR TO-DO LIST FOR CHARMS ON YOUR FIRST LOG-IN

1) Update Personal Information

In your Home window click on the “Update Info” icon. You can also access this screen by clicking the “Student Info” icon from the top of the window, then clicking “Personal Information”.

Update all Personal Information for **both the student and parents**. The student’s information appears by default. You can access parent information by clicking the blue tabs with white text beneath the student information.

If no blue tabs are shown, you will need to create the parent information tabs. Click on Add New Adult to create a new parent (or guardian) listing for your student.

Parents - You may indicate your interests and areas of expertise in the “Interests” box in your Parent Information tab. Click the slider to the right of the Interest. When the slider turns blue, this means “This is an interest of mine”. This information will be available only to Band Booster event organizers. Our goal is to link parents to events that tie into their personal interests and expertise. If we are searching for parents to assist us in organizing a potluck meal for band camp, we can contact those parents who have indicated a specific interest in cooking, baking or party planning. Of course, this only works with your cooperation. I hope that you will share your interests with us.

2) Check Finances area

Click the Finances icon. For now you only need to know how to get to this area.

3) Check Inventory Library

Click the Inventory Library icon. If you have checked out a GMHS instrument its information should appear in the next window. Contact Mr. Farrell if there are discrepancies.

4) Check the Event List

Click the Event List icon. The next window will show a list of upcoming band events. You have the option of printing this screen. You can also print an event list for specific dates by selecting “Report Options” in the upper left corner.

5) (optional) Download the Charms App for your smartphone or tablet.

Search your app store for “Charms Parent/Student Portal” (or “Charms Blue”). Apps are available for both iOS and Android.

We are in the process of populating all the Charms features we want to use. You’ll find Charms to be very easy to use and more convenient than the different systems we have used in the past. Our goal with Charms is to give you access to all the information you and your child needs for our band program with one log-in. I will send home other updates as new features become ready to use.

Respectfully,

Tyler Farrell
Director of Bands - Garner Magnet High School