

How to access parent/student information in

CHARMS

- Log on to www.charmsoffice.com, and click the “ENTER/LOG IN” 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:

EdMemHSBand

- When you enter your child’s ID NUMBER (provided by your Director or by co-treasurers Kerrie Adler (kkadler@gmail.com) and Carolyn Jordan (carolyn23g@aol.com), another more detailed screen appears with even more options to view your student’s financial records, forms and inventory. Once you have first entered this ID number, you may create your own, unique password by clicking on the “lock” (***Change Password***) icon.
- Two areas in which you can help the director maintain his/her records:
 - **Update Personal Information** – if the director has allowed it, you may help make changes to your child’s student information page (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively. Click the ***Personal Info*** button.
 - **Charms online payments: you can make credit card payments for fees, trips and deposits to your student’s account.** If credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments. You can pay for Marching Band/Color Guard assessments, Marching Band Shoes, Winter Guard assessments and donations.