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:

EdmondNorthBand

- 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 the student ID NUMBER (provided by a Director) into the ***Student Area Password*** field. 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
- .
- Student AND Parents Update Personal Information:
  - **Update Personal Information** – Update personal information including phone contacts, email addresses, and profile information. Charms is a primary method of communication within the band program. Be sure email addresses and phone numbers are accurate. Click ***Update Info*** to save changes.
- You can also download the Charms App to your smartphone – search your App Store for "Charms Parent/Student Portal" (or "Charms Blue"). It's the way to stay in touch on the go!