How to access parent/student information in

CHARMS

- Log on to 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:

SouthmooreHSBand

- This will bring up the main parent page. This will allow you to look at the calendar, event list, handouts and other files for the Sabercat Band.
- 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 the "event list" puts all of the calendar information in a list form for easy printing. Note that if a calendar event is specifically assigned to your student, it may NOT show up on this calendar – check the "Student" calendar after entering the student's ID number (see below).
- When you enter your child's ID NUMBER (provided by your Director) as a **Student Area Password**, another more detailed screen appears with even more options to view your student's financial records, music assignments, uniform assignments, forms, and inventory. Once you have first entered this ID number, you may create your own, unique password by clicking on the "keyhole" **(Change Password)** button.
- Two areas in which you can help the director maintain his/her records:
    o **Update Personal Information** – 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 director communicate with you more effectively. Click the **Personal Info** button.
    o **Once our program is setup for online payments (through Paypal), you can make credit card payments for student payments, trip payments, and other deposits to your student's account.** Once the 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. **Note: There is a small convenience fee associated with online payments.**

- Most importantly, the parent page assists both you and the director to communicate with each other. Stay up to date with what's going on with your student!!!!