

## How to access parent/student information in

# CHARMS

- Log on to [www.charmsoffice.com](http://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:

springchoir

- This will bring up the main parent page. This will allow you to look at the “public” calendar for your organization, event list, handouts and other files.
- When you enter your child’s SISD STUDENT ID NUMBER (as a **Student Area Password**, another more detailed screen appears with even more options to view your student’s information profile, financial records, and forms. 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:
  - **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.
  - **In late September students in Chorale and A Cappella can make credit card payments for trips and fundraising to your student’s account.** Once 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. Please remember that there is a service charge for credit card payments.
- Most importantly, the parent page assists both you and the teacher to communicate with each other. Stay up to date on what’s going on with your student!!!