

## How to access student/parent information in CHARMS

Updated 8/27/18

1. Go to the [www.charmsoffice.com](http://www.charmsoffice.com) website.
2. Click on the blue **"LOGIN"** button in the top right-hand corner.
3. Use the **"PARENTS/STUDENTS/MEMBERS"** option.
4. Enter the school code: **Tahoma Band Boosters**
5. This takes you to the Home screen. You will see "Charms Office Assistant, Parent/Student Area, Tahoma District Band" in the top right-hand corner.
6. Here you have access to the Public Calendar, Handouts & Files, Email Staff and Website.
7. You will also see a **Student Area Password** section. The first time you log-in to the student area, you will use your student ID number, which is the first and last letter of his/her name capitalized plus his/her birthdate, 6 digits. For example John Smith whose birthday is November 25, 2001 would be **JS112501**.
8. Once you log-in with the student ID number, it will ask you to re-set your password so you use the student ID number again as the old password and then pick your own personal password. If it doesn't ask you, then you can click on the "padlock/key" icon that says "change password" and do the same thing.
9. This takes you to an expanded **Home** screen which shows your students specific information. You can fill in and update your child's information. We want to use this as our main data base for contacting parents so it is very important we have your correct email information.
10. You can click on the **Calendar** icon and it brings up the calendar. If you click on a calendar event, it brings up more details about this event. Clicking on "event list" puts all of the calendar information in a list form for easy printing. If a calendar event is assigned to only specific students, for example "jazz band" or "percussion practice" then it may not show up on the main calendar. If you click on the calendar logged in with your student's ID, it will have the events tagged specifically for your student.

NOTE: This program has not been used much in the last few years so this year our goal was to make sure all the current band student information was entered correctly and accessible by parents and to use the calendar. We then hope to start utilizing the Volunteer function, use the Finance portion, forms etc.