

# How to access your parent/ student information through



- Charms is an online-based organizational software designed specifically for band and music programs to help coordinate and track the large amount of information that each student and their parents should be aware of. This allows for better communication between the director, students, and their parents!
- Log on to [www.charmsoffice.com](http://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 School Code “**lemonbayhsband**”.
- 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.
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements, volunteer opportunities, and other event details. Note that if a calendar event is specifically assigned to your child, 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 (which is the same as the student’s Charlotte County “88” number) as a **Student Area Password**, another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, 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. If your child’s ID number is only 3 digits, you must include the letter “A” before it since ID numbers must be 4 characters in length (i.e. child’s ID number is 123, you must enter “A123”)
- After logging into the program, it is asked that you update the following items:
  - The students will have updated their information during class this week. Please login and verify this information is correct by selecting the **Student Info** button at the top of the screen, then selecting the **Personal Information** tab beneath it. On this screen, there is a button labeled **Add New Adult**. Please select this button and include your first and last names, home and cell phone numbers, home address, email address, and your relation to the student. Each parent/guardian should do this for their child.
- On the main screen, you have access to the calendar, financial statements (Band Dues for your child) and a variety of other items that we will be rolling out over the next few weeks, including the ability to volunteer for events directly through the Charms interface!
- 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!