



We will be using a database called **Charms** where you may check your student's band financial account to stay up to date with how much is earned/owed. **Charms** is not where you pay your fees, only where you see how much you fundraised, paid, and the balance remaining.

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: **bandoflegacy**
- 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 your child's school issued STUDENT ID NUMBER into the ***Student Area Password*** field. All students entered starting 2019-20 are the exact number given by the school. If you were added before 2019-20 school year then the ID should be 6 digits long, so if it is less than that, add zeroes at the beginning to make it 6 digits. (Example: ID# 12345 = 012345, or ID#1234 = 001234) if this doesn't work, try not adding zeroes...
- You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. There are also mechanisms to recover/reset a lost Password. You may email me and I can reset it.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. What appears here is partially up to the Account Administrator or Head Director.
- Two areas in which you can help the director/administrator maintain his/her records:
 - **Update Personal Information** – if the director has allowed it, you may help make changes to your and your child's student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. You may also be able to indicate which parent volunteer/resource groups you would like to participate in, if this feature is activated. Click ***Update Info*** to save changes.
- The ***Calendar*** may list events, rehearsals, and volunteer/RSVP opportunities. There are other links that I may enable as I learn the program and add more information
- Most importantly, the parent page assists both you and the teacher to communicate with each other. Stay up to date on what is going on with your student!
- 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!