How to Access Student Accounts in…

Charms
Office Assistant

- Log on to www.charmsoffice.com

- Locate the ENTER button in the upper right corner.

- Locate the "PARENT/STUDENT LOGIN" section of the web page.

- Login to your child's program account using the following login: **ConcordHSBands**

- Click the Enter Charms button. The Charms: Parent-Student Area window appears

- This will bring up the main parent page. This will allow you to look at your child's program's **public calendar, 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 and equipment/uniform necessities. Clicking on "event list" puts all of the calendar information in a list form for easy printing.

- When you enter your child's STUDENT ID NUMBER (first initial of their first name, then their last name. i.e. John Doe would be jdoe) in the Student Area Password field, another more detailed screen appears with even more options to view your student's uniform assignments, music assignments, financial records, forms and inventory.

- Enter your child's ID FIRST – then you may create your own, unique password by clicking on the "keys icon."

- Update your address, phone numbers, and email addresses. You may have done this last year and not had any changes but please verify that what we have on file for you is correct. This will help the band director and the Band Boosters communicate with you more effectively.

VOLUNTEERING - There's a shortcut to signing up to volunteer!

- Start on the CharmsOffice web site: http://www.charmsoffice.com
- Click on **Enter / Login**
- Select **Parents/Students/Members**
- Enter school code **ConcordHSBands**
- Click on the **Public Calendar** (lower left corner on screen)
- Find the Event on the Calendar,
- Click on the "**little hand**" below the event
- Add your **name and contact information** to the event
- **Click "Sign Up" to finish**
- Don't forget to **mark your calendar** so you don't forget!