

CHARMS

How to access and update parent information on CHARMS

- Log on to www.charmsoffice.com
- Click Enter and locate the “PARENTS/STUDENTS/MEMBERS LOGIN” section of the web page (not the Teacher/Helper login)
- Login to your child’s program account using the following school code: vandenmusicboosters and click “enter parents/students/members area”. On the next screen ENTER YOUR 5 DIGIT SCHOOL ID NUMBER (**this is highlighted in yellow on your statement**) and click enter. Another more detailed screen appears with options to view your student’s calendar, financial records, etc. Clicking on the “keys” icon will enable you to create your own unique password.

In order to improve communication with the band and Colorguard parents, please complete the following forms. Remember this is a secure password protected site.

- Click on the Personal Information icon
- **Please update STUDENT and ADULT information forms.** After entering your student’s information please click the “Adult Information” button at the bottom, **PLEASE ADD THE ADULT’S E-MAIL ADDRESS IN THIS SECTION.** Add as many adults as needed. Make sure you include the cell phone carrier name and each cell phone number.