



How to access parent/student information in Charms

- Log on to www.charmsoffice.com
- Click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section.
- The School Code is: ShoalRiverBand
 - This will bring up the main “Public” page.
- On the first log in, enter your child’s ID NUMBER (provided by your Director) into the *Student Area Password* field.
 - You will be directed to the Change Password screen, to set a personal password different from the ID, for future use.
 - You may also be directed to create both a unique username and password.
- Whenever you enter using your username/password, a more detailed screen appears, with various button options for you to access areas in the Charms account.
- **Update Personal Information** – You may help make changes to your and your child’s student information page (updating phone numbers, email, and mailing addresses).
 - Click *Update Info* to save changes.
- 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!