



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:

ppsband

- 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 ID NUMBER which is your child’s **first name initial and last name (e.g. john doe is jdoe)** 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 for the student. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a “hint” as well. If you have any trouble logging in, please email the PPS band booster treasurer at ppsbandboostertreasurer@gmail.com.
- Two areas in which you can help the director/administrator maintain his/her records:
 - **Update Personal Information** – 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.
 - **You may pay your band fees by Paypal.** Click *Finances* -- you will see buttons to select Paypal. Once you have selected Paypal, you can click Pay Fixed Payments to pay your band fees. You may also send in a check to the PPS Band Payment box in the PPS band room. Once the treasurer has received your payment, your account will be updated to reflect payment.
- The *Calendar* lists events, rehearsals, and volunteer/RSVP opportunities.
- Most importantly, the parent page assists you, Ms. Galemore, and the band booster officers to communicate with each other. If you have any questions, you can email the band booster officers at ppsbandboosters@gmail.com.
- 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!