

CHARMS How to access parent/student information in

CHARMS

1. Log on to www.charmsoffice.com, and click the “ENTER” link at upper right.
2. Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
3. Login to your child’s program account using the following School Code:

libhsorch(case sensitive)

4. This will bring up the main parent page. This will allow you to look at the “public” calendar for your organization, event list, handouts and other files. Under the handouts & files tab, you will be able to access much information throughout the year.
5. 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. Note that if a calendar event is specifically assigned to your child, it may NOT show up on this calendar – check the “Student” calendar after entering the student’s ID number (see below).
6. When you enter your child’s ID NUMBER (same as LPS issued Student ID), another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory.
7. Two areas in which you can help the director maintain his/her records:
 - o **Update Personal Information** Please use this to make changes to your child’s student information page (such as updating phone numbers and email addresses if they change) to help me communicate with you more effectively. Click the **Personal Info** button. *To ensure everyone has accessed charms, we would like the student to update their birthdate on this page.*
 - o **Most importantly**, click the “add new adult” tab on the student page to update parent information. The parent page assists both you and the teacher to communicate with each other. Stay up to date on what’s going on with your student!!!

Thanks very much and looking forward to a “CHARM”-ing experience (no pun intended!!).