

## How to access parent/student information in



- Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click the “ENTER” link at upper right.
  - You can also access this from our band website or Platt High School website
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your child’s program account using the following:

School Code: PlattBand Student ID: \_\_\_\_\_ Student: \_\_\_\_\_

- This will bring up the main parent page. It will allow you to look at the “public” calendar for your organization, 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. 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).
- When you enter your child’s ID NUMBER (provided above) as a **Student Area Password**, another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Once you have first entered this ID number, you may create your own, unique password by clicking on the “keyhole” (***Change Password***) button.
- Two areas in which we require students/parents to complete in order to maintain our records: (COMPLETION OF THIS WILL BE RECORDED AS A GRADE)
  - **Update Personal Information** – you can make changes to your child’s student information page (such as updating phone numbers and email addresses if they change). This will allow us to communicate with you more effectively. Click the ***Personal Info*** button.
  - **THIS IS THE DATABASE WE WILL BE USING TO COMMUNICATE INFORMATION ABOUT THINGS HAPPENING IN THE PLATT MUSIC DEPARTMENT.** Please be sure to visit Charms and make sure your contact (email especially) is up to date.
- You will also see links to enter ***Practice Logs*** and to use the ***Recording Studio***.
- Most importantly, 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!!