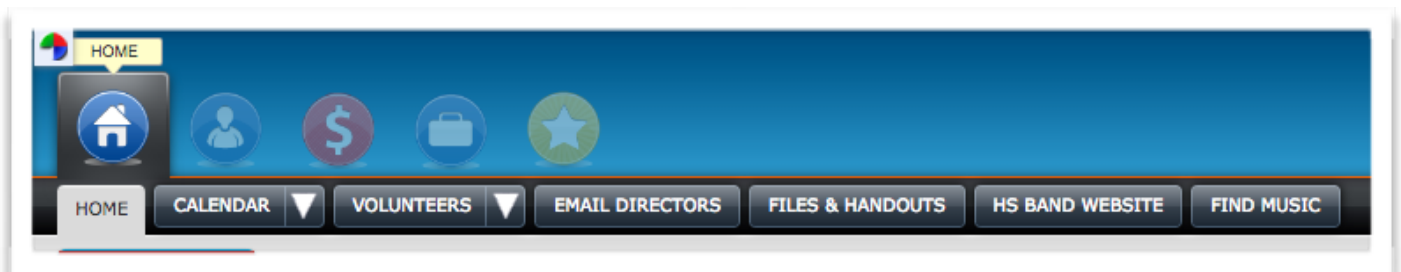




How to access parent/student information in **CHARMS**

- Log on to www.charmsoffice.com, and click the “ENTER/LOG IN” link in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” top right corner.
- Login to your child’s program account using the following School Code:
User: siloamband
Password: Student’s personal school issued identification number
- 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 and forms and finances for your student. To access all the areas available, click on the tabs in the **top left corner** (or the icon for that item).
- From the **HOME** menu, you can access the calendar, email directors, and files and handouts (forms).



- From the **STUDENT INFO** menu, you can change your password and access individual information.
STUDENTS: If you change your password, text or email it to your parents. This is the password they need to enter Charms.

