



How to access student/parent information in Charms

- Go to www.charmsoffice.com and click "LOGIN" (blue button in the upper right corner).
- Select "Parent/Student/Members" from the dropdown menu.
- Login using the following School Code: **CentaurusHSBand**
- This will bring up the main "Public" page. This will allow you to look at the "public" items provided by the Band Boosters.
- **First Time Users:** Enter the student's ID NUMBER into the **Student Area Password**. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. There are also mechanisms to recover/reset a lost Password – when you create your new password, create a "hint" as well.
- **Returning Users:** Use your Password to enter CHARMS. There are also mechanisms to recover/reset a lost Password.
- After entering Username/Password, another more detailed screen appears, with various button options for you to access areas in the Charms account.
- **Student and Parent/Guardian Contact Information:** Please review the information on this page by clicking on the blue STUDENT INFO icon at the top of the page and selecting Personal Information. Also use the blue STUDENT INFO icon to change the account password by selecting Change Password.
 - **Please update student and parent/guardian contact information as this is the information used by the Band Boosters to communicate with students and families:**
 - Student information - address, email (personal email preferred, otherwise use BVSD email), phone, and t-shirt size
 - Parent/Guardian information - address, email, and phone
 - If any changes are made, please click "Update" (green button in upper right corner) to save the changes.
- **Commitment Account:** You may view your student's commitment account information by clicking on the red FINANCES icon at the top of the page.
- There are many functions in CHARMS that we currently do not use. We will let you know if we implement any new functions.
- Most importantly, the Parent/Student/Member page assists both you and the Band Boosters to communicate with each other. Stay up-to-date on what's going on with your student!
- 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!

If you have any difficulty accessing your CHARMS account, or have any questions about CHARMS, please contact Matt Hicks, Centaurus Band Booster Database Coordinator and CHARMS Account Administrator, at matt.b.hicks@gmail.com.