

## How to access parent/student information in

# CHARMS

- From [www.harrisonbands.org](http://www.harrisonbands.org) click on CHARMS at the top of the screen or Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click the “ENTER” link at upper right.
- Locate the “PARENT/STUDENT/MEMBERS ” section of the web page.
- Login to your child’s program account using the following School Code:

### HarrisonHSBand

- Click on Enter Charms.
- To access your Student Account, enter your student’s ID NUMBER (This is the same as their lunch ID) as a **Student Area Password** and click Enter.
- This will bring up the main parent page.
  - The Public Calendar *is not* the main HHBB Calendar, please go to the HHBB website to view the band calendar.
  - Mr. Ray may be emailed from Email Directors button
  - Handouts currently contain the current fundraising credit reports, check out instrument form, and the student absentee form.
- **Update Personal Information** –Please make changes to your child’s student and parent information pages as needed (home/ cell numbers and email addresses) to help the teachers and boosters communicate with you more effectively. Click the ***Personal Info*** button. Parent information is located within the tabs at the bottom left of the screen. Once your changes have been made **be sure** to click the green box in the upper right corner to Update the Record.
- To Exit Charms, click on “Exit” located on the left side of the Charms Home screen.