

How to access Parent / Student information in CHARMS

From www.harrisonbands.org click on CHARMS on the right hand side of the screen or log on to 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.
- This will bring up the main parent page. You may view Public Calendars, Email Directors, see Handouts, and link to the HHBB Website without actually logging into your student account.
 - The Public Calendar shows only those events where Volunteer Needs have been identified. This is not the main HHBB Calendar; please go to the HHBB website to view the band calendar.
 - Mr. Vandewalker and Mr. Ray may be emailed from Email Directors button
 - Handouts currently contain these instructions and the student absentee form.
- To access your Student Account, enter your student's ID NUMBER (provided on the Student Data Sheet received at the 9/13 Booster Meeting) as a **Student Area Password** and click Enter. Another more detailed screen appears to view your student's personal information. Please leave the login/password as is, the numeric value equals your student's county identifier and helps staff with reporting data from Charms that may need to be used at the County Level.
- **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. There are three tabs on the left one for the Student's Information, the other for the individual parents/guardian information. Once your changes have been made be sure to click the green box in the upper right corner to update the Record.
- **Volunteer Button** - The button provide a direct link to Event Level Volunteer Sign Up. Parent volunteer sign up is always handled through Charms while Student volunteer sign up may be done either through Charms or via the traditional paper sign up located on the bulletin board in the Band Hallway.
 - Use the Drop Down to select the event you are volunteering for. Then Click on Volunteer Needs. Select the date and times you wish to volunteer and enter your name, phone and email and click Sign Up. The screen will repaint with your name indicating you have signed up for that particular shift.

To Exit Charms, click on "Exit" located on the left side of the Charms Home screen.