How to access parent/student information in

CHARMS

- Log on to www.charmsoffice.com, and click the "ENTER/LOG IN" link at upper right.
- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
- Login to your child's program account using the following School Code (it is case sensitive):

CreekviewBand

- Click enter student/parent area. On the next page you will enter the 'Student Area Password'. The first time you log in - enter your child's School assigned ID NUMBER (aka their lunch number) as the **Student Area Password**
- Once you have first entered this ID number and successfully logged in, you may create your own, unique password by clicking on the "lock" (***Change Password***) icon. **.** If you ever forget the new password, we can reset your account back to the original Student ID number. If you need a reset, please email us at creekviewbandtreasurer@gmail.com.
- <mark>VERY IMPORTANT:</mark>
  - **Update Contact Information for the student and adults** –you may make changes/updates to your child's student information page (such as updating phone numbers and email addresses) to help the boosters communicate with you and the student more effectively. Click the ***Update Info*** button at the bottom of the page.
    1. Please verify all the student information. *Important things are the address, home phone, student cell number **AND** carrier (this will allow us to send them text message reminders!)*
    2. Update/input the Parents information: Below the student information is the parent information. If a parents' information was uploaded already - you will see their name listed: click on the name and make updates, if your name is not listed, click 'Add New Adult' and enter the information. Up to four adults can be added to each student. *Important things are cell phone number (**AND** carrier) and email address so we can send out schedule notifications.*
    3. <mark>MAKE SURE YOU CLICK 'UPDATE' to SAVE YOUR CHANGES!!!</mark>