

## How to access parent/student information in

# CHARMS

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

### IVCHSBand

- This will bring up the main parent page.
- When you enter your child’s 4 Digit ID NUMBER (located on band statements) as a **Student Area Password**, another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Once you have first entered this ID number, you may create your own, unique password by clicking on the “keyhole” (**Change Password**) button.
- If can’t locate (Please email [treasurer.ivcbands@gmail.com](mailto:treasurer.ivcbands@gmail.com) for your student’s ID )
- Two areas in which you can help us maintain his/her records:
  - **Update Personal Information** – you may help make changes to your child’s student information page (such as updating phone numbers and email addresses if they change) to help communicate with you more effectively. Click the *Personal Info* button.
  - **You can make credit card payments for fees, trips and deposits to your student’s account.** If credit card payment is activated, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
- Most importantly, the parent page assists both you and the teacher/boosters to communicate with each other. Stay up to date on what’s going on with your student.