

How to access parent information

CHARMS

WEST SPRINGFIELD BAND

- Log on to www.charmsoffice.com and click “ENTER” at the top right corner.
 - Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
 - Login to your child’s program account using the following login: wshsband
-
- This will bring up the main parent page. This will allow you to look at your child’s program’s **public calendar, event list, handouts and other files**.
 - Clicking on an event on the calendar brings up more details for that event.
 - When you enter your child’s ID NUMBER (first and last initial and the last four digits of the student ID#), another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “**keys icon**”
 - Two areas in which you can help the director maintain his/her records:
 - **Student information form** – if the director has allowed it, 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 the teacher communicate with you more effectively.
 - **Credit card payments for fees, trips and deposits to your student’s account**. If the director has created a **PayPal account** for the booster club or school activity account, you may pay for your child’s fees or trips easily with a credit card. (coming in the future)
 - Most importantly, the parent page assists both you and the teacher to communicate with each other.