



How to access parent/student information in Charms

- Log on to www.charmsoffice.com, and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your child’s program account using the following School Code:

DiscoveryHSBand
- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, handouts and other files.
- The first time you go here, enter your child’s ID NUMBER (GCPS Student #) into the *Student Area Password* field. You will be directed to the Change Password screen, to set a password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password.
- Whenever you enter using this Username/password, another more detailed screen appears, with options to view your student’s uniform assignments, music assignments, documents, financial records, calendar events, forms, and more.
- Two areas in which you can help the director maintain his/her records:
 - **Update Personal Information** – if the director has allowed it, you may help make changes to your and 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. Click *Update Info*.
 - **If your program has set up online payments, you can make credit card payments for fees, trips and deposits to your student’s account.** Click *Finances* -- 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. - *COMING SOON TITANS!*
- You may also see links to enter *Practice Logs*, view *Rehearsal Attendance*, and use the *Recording Studio* if the teacher has enabled these options.
- The *Calendar* may list events, rehearsals, and volunteer opportunities.
- Most importantly, the parent page assists both you and the teacher to communicate with each other. Stay up to date on what’s going on with your student!
- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal.” It’s the way to stay in touch on the go!