



## How to access parent/student information in Charms

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click “LOGIN” in the upper right corner.
- Click on the “PARENT/STUDENT/MEMBERS LOGIN” tab on the web page.
- Login to your student’s program account using the following School Code:

### GMHSChorus

- Click “Enter Parent Area” ; this will bring up the main “Public” page.
- The first time you access Charms, enter your child’s ID NUMBER (studentID) OR their last name followed by their first name (no spaces or caps) into the *Student Area Password* field. You will be directed to the Change Password screen, to set a personal 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 – when you create your new password, create a “hint” as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account.
- Charms allows you to view your student’s charges (Fair Share/Uniforms/Trips) and their payments toward these items. You will also be able to view fundraising credits.
  - From the home page, choose “Finances”
    - Student’s financial statement is listed at the top
    - Fixed payments (Fair Share and Uniforms) detail is found in the middle of the page
- Two areas in which you can help the director/administrator maintain his/her records:
  - **Update Personal Information** – you may help make changes to your and your child’s student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. Click *Update Info* to save changes.
  - **You can make credit card payments for fees, trips and deposits to your student’s account.** Click *Finances* -- you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments. There is a fee to cover credit card processing.
- 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” (or “Charms Blue”). It’s the way to stay in touch on the go!

