



## How to access parent/student information in Charms

- Log on to [www.charmsoffice.com](http://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 student’s program account using the following School Code:

### **MokenaMusic**

- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for our organization, event list, and handouts and other “publicly shared” files, as well as a few other options.
- The first time you go here, enter your child’s ID NUMBER (last name and first initial – please contact me if that does not work) 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.
- You can help me to maintain your student’s records by:
  - **Updating 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 me communicate with you more effectively. You may also be able to indicate which parent volunteer/resource groups you would like to participate in, if this feature is activated. Click *Update Info* to save changes.
- There is an option to enter practice logs electronically with the program! We will begin implementing that in the next few weeks. Paper logs are still fine as well.
- The *Calendar* may list events, rehearsals, and volunteer/RSVP opportunities. Please continue to use the calendar on our main webpage for the time being.
- There is a link to our *Department Website* – this is where our calendar is located!
- There is a link to *Finances* which is your child’s IBA (Individual Bank Account) where you will be able to monitor the amount of money your child has fundraised. This money can be used for any music department purchases (rental fees, reeds, contests, etc.) and can be saved for the Disney trip!
- Most importantly, the parent page assists both of us to communicate with each other. Stay up to date on what’s going on with your student and with our programs!
- 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!

Please log on to your Charms account today and update your information.