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 student's program account using the following School Code:

MVHSOrch

- This will bring up the main "Public" page. This will allow you to look at the "public" calendar for your organization, event list, and handouts and other "publicly shared" files, as well as a few other options.

- Enter your child's password into the *Student Area Password* field. A way you can help the director/administrator maintain his/her records:

  - **Update Personal Information** – click the Student Info icon in the upper left corner of your screen (desktop view). Click on the Personal Information tab and "Add New Adult". This is where you will enter in your information. Please be sure to include an email address. Be sure to click the green "update" button.

- Under the Home tab, you can find the following helpful information:

- The *Calendar* may list events, rehearsals, and volunteer/RSVP opportunities.

- *Volunteer* opportunities are listed by date under this section. We ask that each family signs up at one event per year……as they say "Many hands make light work!" We appreciate your help.

- *Handouts and Files* is where you and your student can view/print their practice sheet music.

- 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!