

How to access parent/student information in Charms

Parents/Students,

Below is information you will need to access your Charms account with the Murphy High School Band. This is a new program for Murphy this year, so please read ALL of the information below carefully. If there are any remaining questions please let us know.

- Log on to www.charmsoffice.com, and click “ENTER/LOGIN” 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:
“Murphy Band”
- 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 “publicly shared” files, as well as a few other options.
- The first time you go here, enter your child’s ID NUMBER...
(Everyone’s ID will be first initial, last name)
*there are a few exceptions... see Mr. Fiveash if you cannot login.

... 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.
- **Update Personal Information** - you may help make changes to your and your child's student information page (such as updating phone numbers/cell carries and email addresses if they change) to help them communicate with you more effectively. You will also be able to sign up for chaperone positions for those that wish to participate. ***Please make sure you select 'Update Info' before leaving this page or the changes will not save.***
- The **Calendar** will list events, rehearsals, and volunteers. An email will be sent out soon, through Charms, with information on how to sync this calendar directly to your phone or device.
- Most importantly, the parent page assists both you and directors to communicate with each other.
- You can also download the Charms app to your smartphone - search your app store for "Charms Parent/Student Portal" (or "Charms Blue").

Charms will be used along with the current Murphy Band website. We are going to work to keep BOTH current and up-to-date. We ask that you please be patient while Charms is being updated and developed.