

Instructions for CHARMS

Charms is a web-based information system designed by music educators. It is an efficient way to keep track of assignments, forms, payments, and information on each student. Charms allows us to e-mail parents about all of our events, projects, and upcoming due dates. Parents can help keep their students on task and prepared with Charms.

We encourage ALL parents/students to use CHARMS.

- Log on to www.charmsoffice.com (website)
- Click the “enter” tab at the top right of the homepage.
- Under “Parent/Student Login” on the following screen, your school code is: **WestwoodJHB**. Click “Enter Student/Parent area.”
- On this screen, you will be able to access the **Calendar**, view **Handouts**, and **E-mail the Teachers**.
- To get into the rest of Charms, type in the Passcode: **your student’s 6 digit ID number** they use at school. Press ENTER.
- On this screen, you are viewing the Westwood Band Student Information Page and will be able to access the following:
 - SCHOOL CALENDAR/EVENT LIST:** The band calendar dates for the year
 - EMAIL TEACHERS:** One-touch way to e-mail your band teachers
 - HANDOUTS:** Files that pertain to your class
 - FINANCES:** Keep track of money paid for band purposes/events
 - CHANGE PASSWORD:** DO NOT change your password!!! You may lose the ability to access CHARMS and your student account.
 - PERSONAL INFO:** All contact information on the student. This is ONLY accessible by you and by the directors.
- Click on **PERSONAL INFO** and update all of the blank information that is applicable to you. Please add your personal e-mail, as we will send you reminders, assignments, etc. Press the green **UPDATE** when you are done.
- At the bottom of the screen is a button that says “Add Adult.” Add as many adults as you wish, but please enter at least one. Please enter correct addresses, e-mails and phone numbers for all adults entered. Once entered and updated, a button for the adult will appear below the student’s information.