



PMHS Falcon Regiment

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:

PedroMHSBand

- 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.
- The first time you go here, enter your child’s **ID NUMBER** (same as school ID use numbers only) 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. 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.
- *Note:* If you have multiple students follow the screen instructions to create a quick link to log in to charms as another student in another charms account such as a sibling, cousin, or even the same student in a different charms account. For security and privacy, the student you wish to link to must have already changed their id number to a password. This student will also be linked to the other student
- Once logged in please **Update Personal Information** – make changes to your and your child’s student information page (such as updating phone numbers / cell carriers and email addresses) to help us communicate with you more effectively. You may also be able to indicate which parent volunteer/resource groups you would like to participate in. Click **Update Info** to save changes.
- The **Calendar** will list events, rehearsals, and volunteer/RSVP opportunities.

- 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!
- Once we have final information on band camp, fair share fees, and fall activities we will post them to www.charmsoffice.com