

How to access parent information

CHARMS

BAND * ORCHESTRA * CHOIR

- Log on to www.charmsoffice.com
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Login to your child’s program account using the following login:
<<Please use Northwestern Band login ID provided at the band meeting on July 29th >>
- This will bring up the main parent page. This will allow you to look at your child’s program’s **public calendar, event list, handouts and other files.**
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing.
- When you enter your child’s ID NUMBER, BCP PIN # another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “**keys icon**”
- Two areas in which you can help the director maintain his/her records:
 - **Student information form** – if the director has allowed it, you may help make changes to your child’s **student information page** (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively.
 - **Credit card payments for fees, trips and deposits to your student’s account.** If the director has created a **PayPal account** for the booster club or school activity account, you may pay for your child’s fees or trips easily with a credit card.
- Most importantly, the parent page assists both you and the teacher to communicate with each other.
- You will also see links to **enter Practice Logs, view Grades,** and use the **Recording Studio** if the teacher has enabled these options.
- If you have any questions please contact Kim McSwain via email at kmcswain@providentonline.com or at 803-322-4132