

Charms Student Login and Account Set-up

Due: Friday, September 25

Please setup your student account in the Interlake High School Band Charms system by completing the following steps:

1. Log on to www.charmsoffice.com, and click the “ENTER” link at upper right.
2. Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
3. Login to your student program account using the following school code:

InterlakeHSBand

- This will bring up the main parent page. This will allow you to look at the “public” calendar for our Interlake band 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.
4. Enter your student ID number in your **Student Area Password**, another detailed screen appears with even more options to view your uniform assignments, music assignments, financial records, forms and inventory. Once you have first entered this ID number, you may create your own, unique password by clicking on the “keyhole” (**Change Password**) button.
 5. Enter your student contact information in the **Update Student Detail** section (click the **Personal Info** button to access this page).
 6. Enter contact information for at least at least one adult parent/guardian in the **Add New Adult** section (click the **Add New Adult** button to access this page).