



## How to access parent/student information in Charms

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click on “Login” to access Charms.
- Locate the “PARENT/STUDENT/MEMBERS” section of the web page.
- Login to your student’s account using the following School Code:  
**Ivaband**
- The first time you go here, enter your child’s ID NUMBER 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** Please verify/update all of your child’s student information (phone numbers, email address, etc.) to help us communicate with you more effectively. It is also important to verify/enter the adult information into this area. Click **Update Info** to save changes.
- **Recording Studio:** Please refer to the instructions on [Ivaband.com](http://Ivaband.com)
- The **Finances** tab will give you access to your student’s financial statement. From here you can see what has been charged, paid and what is owed for items such as lab fees, fundraising, travel, etc. Profit from fundraising will automatically be used to pay for fees such as lab fees and dresses. If you want to apply profit/credit to travel, use the Transfer Request tab. This will send an email to Mrs. Camuglia and she will process the transfer.
- Additional information will be updated into Charms as the year goes on (Handouts, etc).
- You can also download the Charms App to your smartphone – search your App Store for “Charms Blue – Student App”. It’s the way to stay in touch on the go!

---

My user name

---

My password