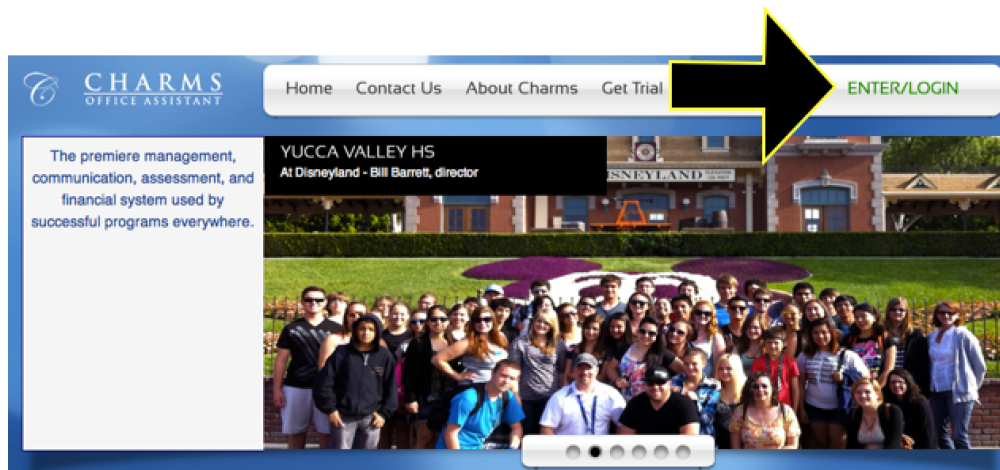


# Charms Office login instructions:

Go to [www.charmsoffice.com](http://www.charmsoffice.com)

Click “Enter/Login” in the upper right hand corner.



Scroll down to Parent/Student/Members login.

**Enter “itmsband” in the school code box.** Click enter.

The image shows the login page of the Charms System. It has two main sections: 'TEACHERS AND HELPERS ONLY' and 'PARENTS/STUDENTS/MEMBERS'. The first section has fields for 'Please Enter Your User Name:' and 'Please Enter Your Password:' (noted as case sensitive), with an 'Enter Charms' button. A link for 'Forgot Login and/or Password?' is also present. The second section, 'PARENTS/STUDENTS/MEMBERS', has a 'Please enter your school code:' field with 'itmsband' entered, and an 'Enter Student/Parent Area' button. A yellow arrow points from the 'Enter Charms' button to the 'PARENTS/STUDENTS/MEMBERS' section. At the bottom, there is a link 'Need School Code? - Click Here' and a 'Click Here For Help!' button.

**GOHS Orchestra School Code: GOHSOrch**

You are now able to email me, view the calendar, download handouts, and see any announcements that are posted. You will need to enter your student's unique "Student Area Password" to go any further.

**Your password is your student's 6 digit ID number.**

**Student Area Password: (Case Sensitive!)**

Enter

Show Hint

If this is the first time you have logged in to Charms, your password is your ID number.

The next screen has everything you need. **Please click "Update Information" FIRST and enter a cell phone number and email address.** These will be important for the band to keep you updated without having to log on to Charms.



Calendar



Event List



Volunteer



Email Teacher



Handouts & Files



Finances



Forms Collected



Point System



Inventory



Recording Studio



Practice Logs



Update Info



Change Password

