**How to Log-in to Charms**



*For the 2017 - 2018 school year, we will be using Charms to give families up to date access to our calendar, forms, communication with parents and students, view the students financial report and inventory items checked out to that student.*

*Sign up for our Remind Text for quick updates: Text - @hsba to 81010*

1. Go to [www.charmsoffice.com](http://www.charmsoffice.com/) or download the “Charms Blue” app on any smartphone.
2. Hover over the **“LOGIN”** section at the top right corner of the web page and click “**STUDENT/PARENT LOGIN”.** The app will open to the correct screen.
3. Enter the following school code: **Guthrie** (please note this is ONE word)
4. On the computer, this will bring up the main parent page.  This will allow you to look at the Guthrie Bands’ public calendar, email teachers, see any posted bulletins, and has a link to the band website. (The Smartphone app requires the password from step 5 to proceed)
5. Your student’s login password is currently their Guthrie Public Schools **STUDENT ID NUMBER.** If you have any trouble here, please contact a director or have your student ask for his/her information.
6. When you enter the student ID number, you will then be asked to change your password. **IMPORTANT!**  Since both you and your student will utilize Charms, you will want to select a new password that both you and your student can remember.
7. A detailed screen appears with options to view your student’s financial records, forms, music assignments (which will be recorded at home and turned in via Charms), and much more!  (On the app you’ll see the “Recording Studio” and “Everything Else”.  “Everything else” will be where you can view records for the account. “Recording Studio” will be where your student records him/herself to submit tests.)
8. Please locate the “**Update Info”** area. Double check your information to make sure it is correct. Click “**Update**” to save. (Please update your student’s Info ASAP as information changes. This will help the band directors communicate with you more effectively and will help the director maintain records.)
9. All handouts, handbooks, newsletters, etc. will be distributed via Charms, so you’ll need to login frequently in order to view upcoming events and times.