

## How to access parent/student information in

# CHARMS

1. Go to the GCHS Band website. ([www.gchsbands.org](http://www.gchsbands.org)) and look for the “Charms” link.
  2. After clicking the link, you will be taken to the Grove City HS Band program public page on Charms. **If it asks for a school code, see below.** This will allow you to look at the “public” calendar, event list, handouts and other files.
    - a. You can bookmark this page so you do not have to go through the GCHS website each time.
  3. Use your child’s SWCSD ID number to log on (DO NOT use any leading zeroes...004689 would be 4689). You can view your child’s personal account to view uniform assignments, music assignments, financial records, forms and inventory, make payments, and update your contact information. **Once you have logged in using your child’s SWCSD ID, you will create your own, unique password that will be used for all future login’s.**
    - After creating your password, you will not need to login with the SWCS ID. You will use the password you just created.
- Two areas in which we need your help to maintain our records:
    - Update Personal Information** – please make changes to your child’s student information page (such as updating phone numbers and email addresses if they change) to help us communicate with you more effectively. Click the *Update Info* button. **← PLEASE UPDATE YOUR INFO ASAP!**
      - Be sure to go through this step carefully. Notice that the adult contact info screens have individual buttons beneath the student section. If you need to add an adult that is not listed, simply click “Add New Adult.”
    - **The boosters are able to receive online payments. You can make credit card payments for fees, trips and deposits to your child’s account.** Please use the included handout for more information about how to pay online through your child’s Charms account...it’s secure and very easy.
  - Most importantly, the parent page assists both you and the staff to communicate with each other and keep track of band related items and financial information.

- If the GCHS Bands website is down or the link does not seem to be working, you can follow the directions below to access Charms through their website.
- Go to [www.charmsoffice.com](http://www.charmsoffice.com) and locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page in the upper right corner.
- Enter our school code to login to the Grove City HS Band program account then go to step 3 above:

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