

How to access parent/student information in

CHARMS

- Go to the GCHS Band website. (www.gchsbands.org) and look for the “Charms” link.
- After clicking the link, you will be taken to the Grove City HS Band program public page on Charms. This will allow you to look at the “public” calendar, event list, handouts and other files.
 - You can bookmark this page so you do not have to go through the GCHS website each time.

- Important! If the link from our website does not seem to be working, you can follow the directions below to access Charms through their website.
- Go to 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:

allset *(no spaces)*

- Using your child’s **SWCS ID number**, you can login to your child’s personal account to view uniform assignments, music assignments, financial records, forms and inventory. Once you have logged in using your child’s SWCS ID, you will be required to change the password to something other than the ID number. Please choose a password that you will remember!
 - 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 you can help us maintain our records:
 - **Update Personal Information** – you will be able to 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 *Personal Info* button. **← Please do this when/if there are changes!**
 - **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 will be able to once again collect online payments. You can make credit card payments for fees, trips and deposits to your child’s account.** When active, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.
- Most importantly, the parent page assists both you and the staff to communicate with each other. Stay up to date on what’s going on with your child!