

How to access parent information



BAND*ORCHESTRA*CHOIR

- 1) Log on to <http://www.charmsmusic.com> or hit the link on the website
- 2) Locate the "PARENT/STUDENT LOGIN" section of the CHARMS web page
- 3) Login to your child's program account using the following login: **HoustonCHSBand**
- 4) This will bring up the main parent page. This will allow you to look at your child's program's **public calendar, event list, handouts and other files.**
- 5) Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on the "event list" puts all of the calendar information in a list form for easy printing.
- 6) When you enter your child's ID NUMBER, (**HCHS ID without 0's**) another more detailed screen appears with even more options to view your student's uniform assignments, music assignments, financial records, forms and inventory. Enter your child's ID FIRST - then you may create your own, unique password by clicking on the "**keys icon**".
- 7) Two areas in which you can help the director maintain his records:
 - a) **Student Information Form** - if the director is allowed it, you may help make changes to your child's information page (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively.
 - b) **Credit card payments for fees, trips and deposits to your student's account.** The director has created a PayPal account for the booster club where you may pay your child's fees or trips easily with a credit card.
- 8) Most importantly, the parent page assists both you and the teacher to communicate with each other.