

How to access student information in CHARMS

- Log on to www.charmsoffice.com, and click the "ENTER/LOG IN" link at upper right.
- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
- Use the following School Code: **FCPSHerndonHSBand**
- When you enter your child's ID NUMBER (provided by your Director) as a **Student Area Password**, another more detailed screen appears with even more options to view your student's uniform assignments, music assignments, financial records, forms and inventory. Once you have first entered this ID number, you may create your own, unique password by clicking on the "lock" (***Change Password***) icon.
- Two areas in which you can help the director maintain his/her records:
 - **Update Personal Information** – You may make changes to your child's student information page (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively. Click the ***Personal Info*** button.
 - **You can make credit card payments for fees, trips and deposits to your student's account.** 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 teacher to communicate with each other. Stay up to date on what's going on with your student!

Any questions, please email Forms@HerndonBand.org

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