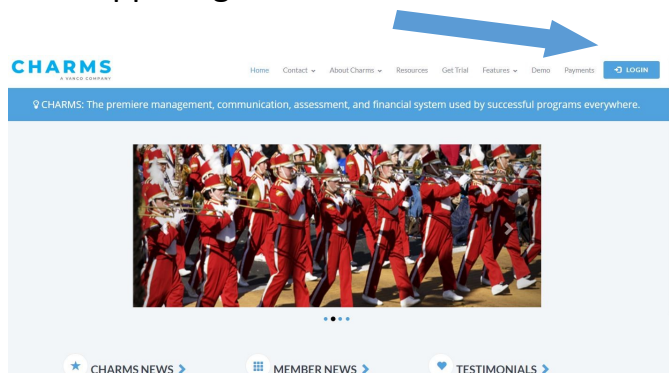# How to Access your CHARMS account

Go to www.charmsoffice.com

Click "Login" in the upper right corner

Click to the parent/student login tab.

Enter "westwoodhsband" in the school code box. Click

enter.

Your password initially is your student's school ID. After first login, Charms requires all users to set their own password. Please email your ensemble director if you cannot log in. Parents and student share the same login.

The next screen includes everything you need. **Please click "Update Info" FIRST and confirm a cell phone number and email address.** All parents and students need accurate info, students should not use their school email. Parents please be sure you do not have duplicate emails entered in email 1 and 2.