

# How to access parent information

## CHARMS

### BAND

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com)
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Login to your child’s program account using the following login:  
**Lakenonaband**
- This will bring up the main parent page. This will allow you to look at your child’s program **calendar, event list, handouts.**
- 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 “event list” puts all of the calendar information in a list form for easy printing.
- When you enter your child’s ID NUMBER, \_\_\_\_\_ another more detailed screen appears with even more options to view your student’s financial records, personal information and forms.
- Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “keys.”
- An area in which you can help the director maintain his/her records:
  - **Student information** – you may help by making 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.
- Most importantly, the parent page assists both you and the teacher to communicate with each other.