



In order to make it easier to maintain and provide student account information, we will be using *Charms Office Assistance* ("Charms") this year. Charms is an online program that will *allow* us to monitor and track many aspects of the band program from Music and Instrument inventories to payment of band fees. It is so extensive that it will take several years for us to implement the entire program.

Each student has a login and will be able to access the system to check account balances, update contact information, and request transfers of credit balances. To activate your account follow the following steps:

1. Go to [www.charmsoffice.com](http://www.charmsoffice.com)
2. Click the LOGIN button in the upper right corner or select *Parent/Student/Members*
3. Enter the school code: **SoddyDaisyBand** (Case sensitive)
4. Enter your Student ID: **LastnameFirstname** (Case sensitive)
5. Provide password information for future access.

Current Password ID: (*Same as Student ID*)

New Password: \_\_\_\_\_ (6 characters)

Confirm New Password:

Hint: \_\_\_\_\_

The next time you log into Charms you will need to provide the Student ID and the Password that you created. Above is a place for you to write it down so that you don't forget it.

For assistance, please email Mr. Light at ([light\\_j@hcde.org](mailto:light_j@hcde.org))