


How to access parent/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.
- Login to your student’s program account using the following School Code: *RampartHSBand*
- When you enter your student’s ID NUMBER as a **Student Area Password**, another more detailed screen appears with even more options to view our calendar, volunteer opportunities, and your student’s financial records, and forms. Once you have first entered this ID number, you should create your own, unique password by clicking on the “lock” (*Change Password*) icon.
- Please help to maintain this database by updating your **Personal Information** – confirm / update / add the info on your student information page such as phone numbers, cell carriers, and email addresses. Accurate information will help us communicate with you more effectively. Click the *Student Info* or *Update Info* buttons.
- **Online payments** have been set up to allow you to make **credit card payments for fees, trips and deposits** to your student’s account. You will see blue *Make Payment* buttons in the four main areas of the financial statement indicating your ability to make online payments.
- **Volunteering** is done either by clicking on the *Volunteer* button or directly from the *Charms Calendar* by selecting the multi-colored hand  found near the events where volunteers are needed. To sign-up, you will need to enter your name, cell phone number, and email address in fields provided. If you would like to receive text reminders of your sign-ups, please also include your cell phone carrier. Please click on this hand to volunteer to help with the various areas.
- A free app is also available for your mobile device (iPad, iPhone, Blackberry, Android, Nook) – go to your App Store and download **Charms Parent/Student Portal**
- For issues with your Charms login or if you are unable to access your student account, please contact our RHSBB Web Master, Cindi Canfield at webmaster@rampartmusic.com or our Volunteer Coordinator, Ruth Evans at ypadmin@rampartmusic.com.