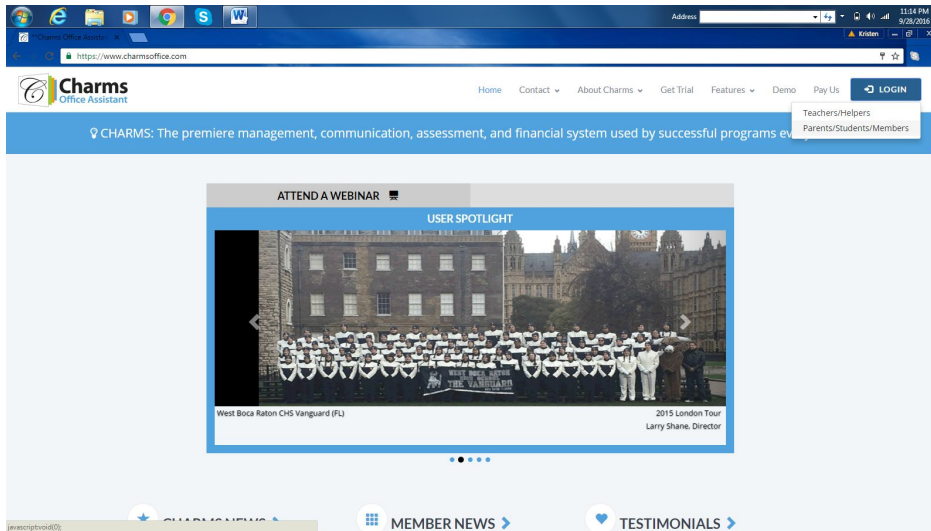
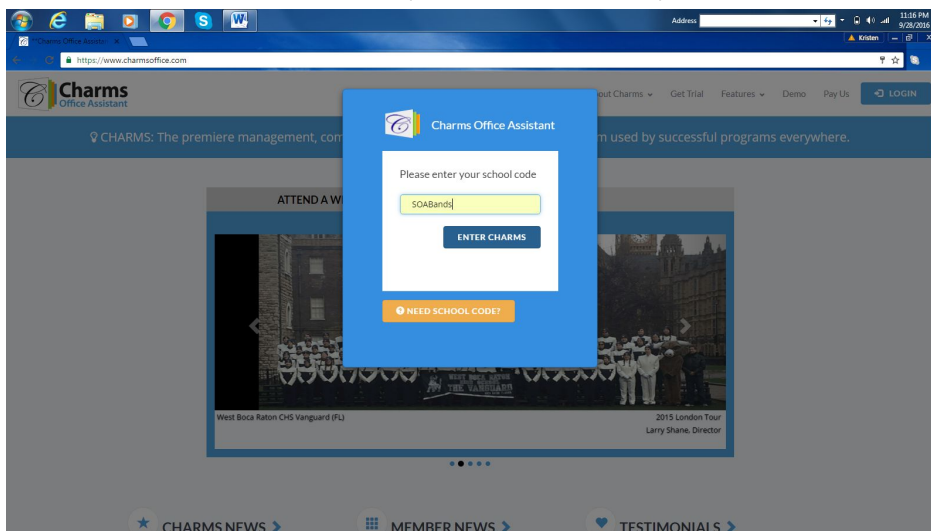


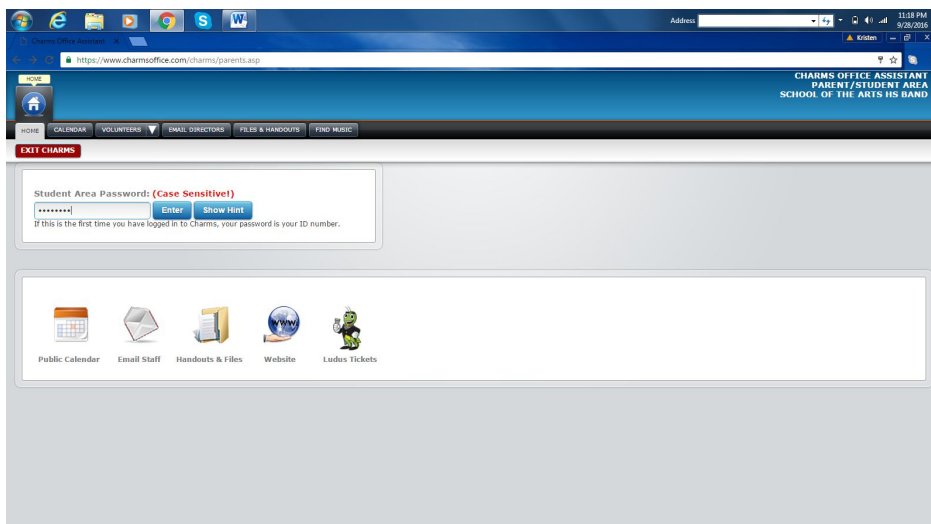
1. Go to www.charmsoffice.com. Hover over the Login button in the upper right corner and select Parents/Students/Members.



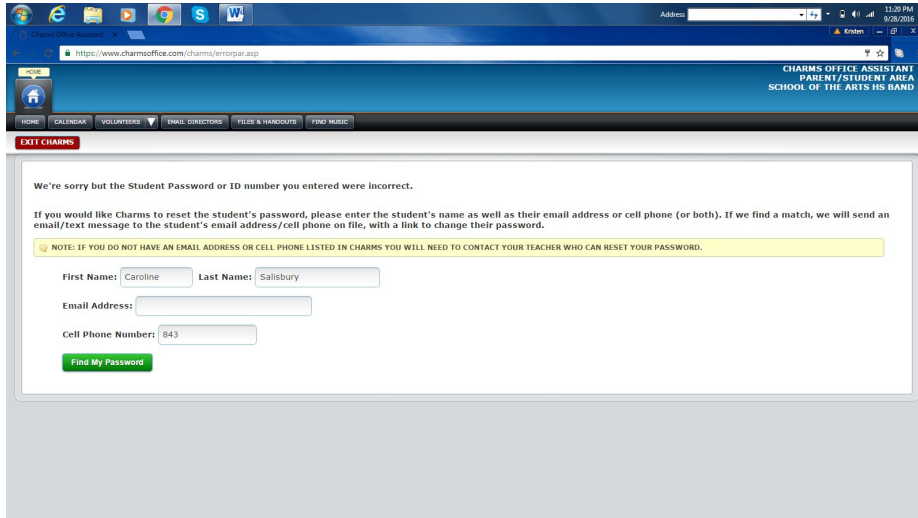
2. Enter the school code SOABands (this is case sensitive)



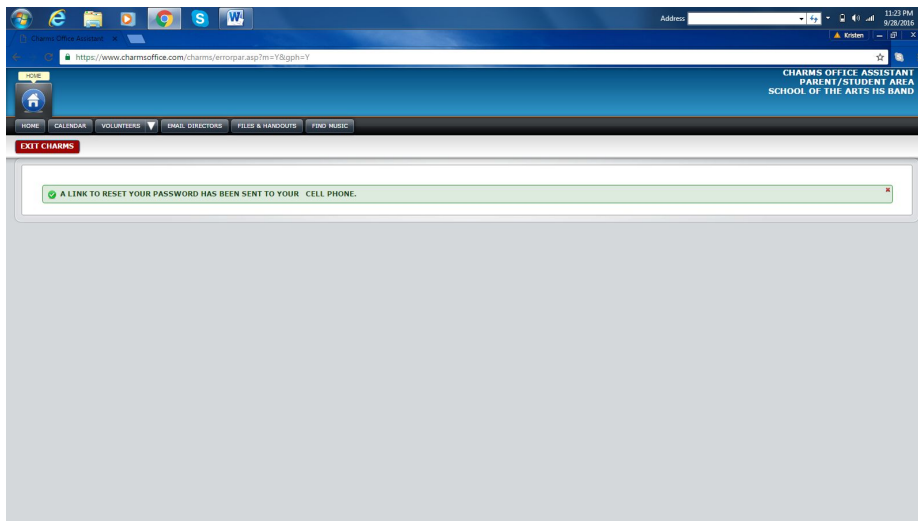
3. Enter 2016Band for the Student Area Password.



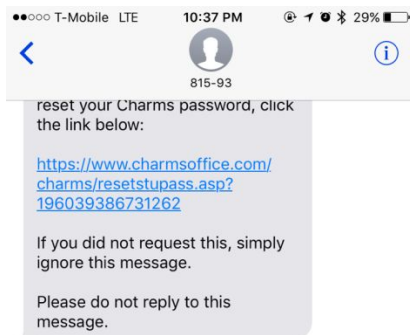
4. You will be directed to a screen that says “We’re sorry but the Student Password or ID number you entered were incorrect.” THAT’S OK! 😊 Enter your student’s name and either their email address or phone number (or the email address/phone number they listed on their contact information form at band camp – if you have trouble with this, please email Ginger Snook at paysoaband@gmail.com). Have your student nearby so you can complete the next step.



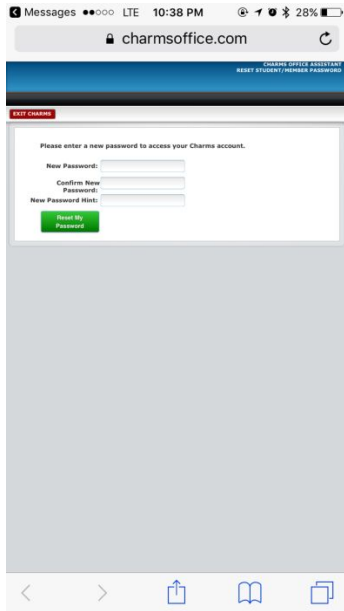
5. A link to reset your personal password will be sent to your student’s email or phone number.



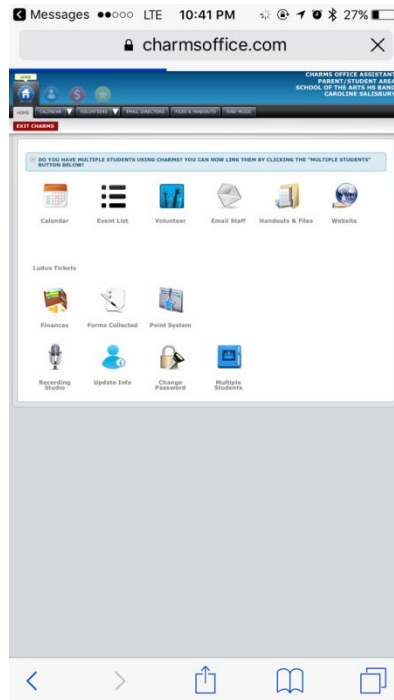
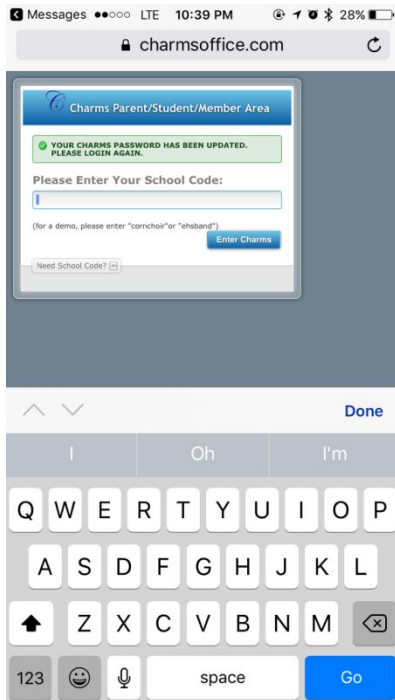
6. Click the link in the email or text message.



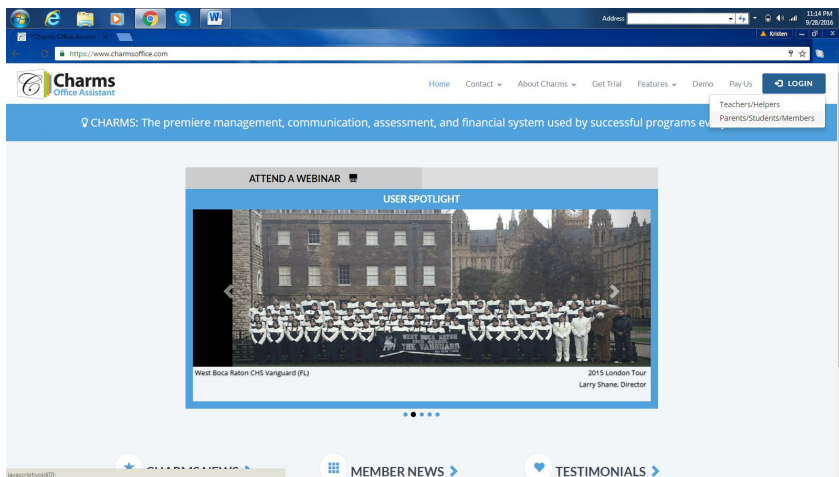
7. Enter the new password of your choice.



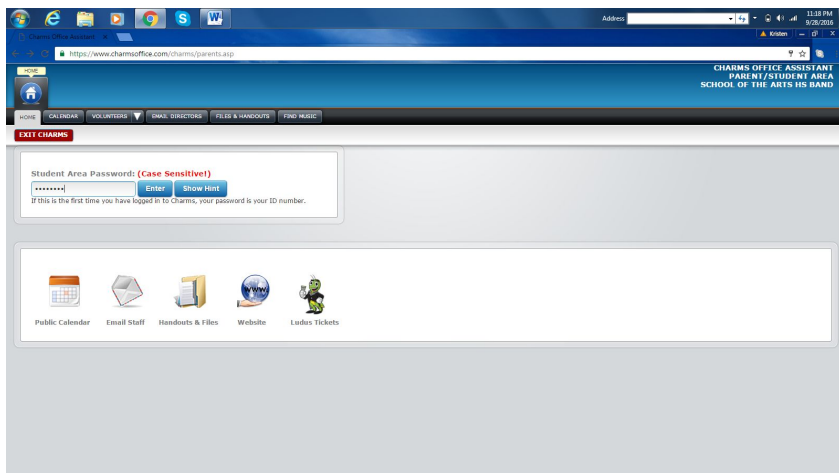
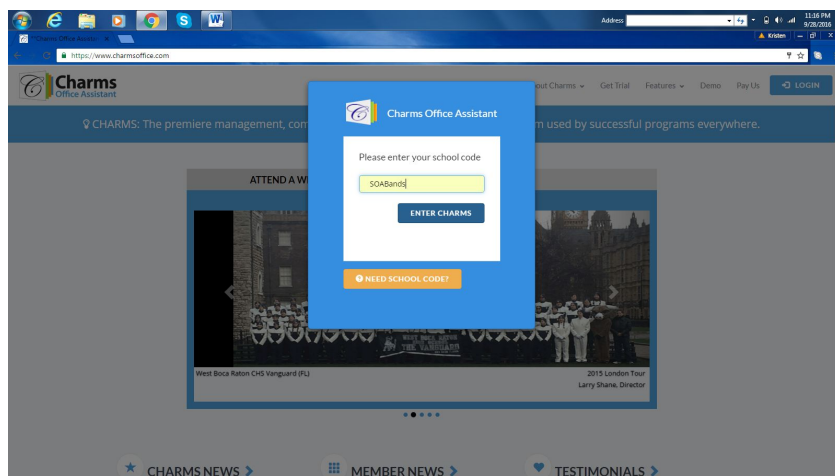
8. Follow the instructions to log in again. Use the school code SOABands and your new password to access CHARMS.



9. Go to www.charmsoffice.com from your own device, computer, etc. and login to the Parents/Students/Members section.



10. Use the school code SOABands and your new password to access CHARMS.



IF YOU HAVE TROUBLE, PLEASE EMAIL GINGER SNOOK AT paysoaband@gmail.com