Charms Office Assistant Student Portal

News

Charms (charmsoffice.com) is your one-stop shopping for:

Calendar Info

Volunteering Documents/Forms







- 1. Go to <u>https://www.charmsoffice.com/</u> to update the student password. Parents and students log in to the student account. There is no separate login for parents.
 - o Click Login and choose Parents/Students/Members (our school code is SAHSBRBB)
 - \circ $\;$ Enter the student password provided to you
 - Follow the prompts to create a new password.

🚢 Teacher/Helper 👹 Parents/S	Students/Members	HOM.		CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA SOUDERTON AREA HS BRBB BAND
SAHSBRBB		IN ORE CALENDAR VOLUNTEES TO EMAIL DIRECTORS FILES & MANDOUTS EXTECHARMS S BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR WEBSITE AND ANY SERVICES ARE SI		G ARE SUBJECT TO OUR TERMS OF USE
Ente	er Parent Area	AND PRIVACY STATEMENT Student Area Password: (Case Sensitivel)	Trip Chaperone Password:	Non-Parent Volunteer ID:
and any services are subject to our Terms of Use an Statement	ıd Privacy	Enter Show Hint If this is the first time you have logged in to Charms, your password is your ID number.	Enter	Enter

2. Click "Update Info" icon at the bottom of the screen



- Review the student information, make any changes, and click the "Update" button
- Next, go to the bottom of student record to find the parent information (blue buttons).
 - If you see parents listed, please click on each parent to review the information. Also, browse the "Interests" box on the right and select the activities that most closely match the parent's interests. When you have made these changes, click the "Update" button to save them.
 - If you do not see a parent listed with the account, click "Add New Adult" to add information for the parent. You can add multiple adults.
 - If you have multiple students, please see document about how to link multiple students (https://www.charmsoffice.com/charms/SchoolFilesNew/souderbb/public/How%20to%20Link%20Multiple%20Students.pdf)
 This doesn't combine them into a single account, but it does make it easier for you to log in and then switch back and forth between accounts.