

Charms Office Assistant Student Portal

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

Calendar Info

Volunteering

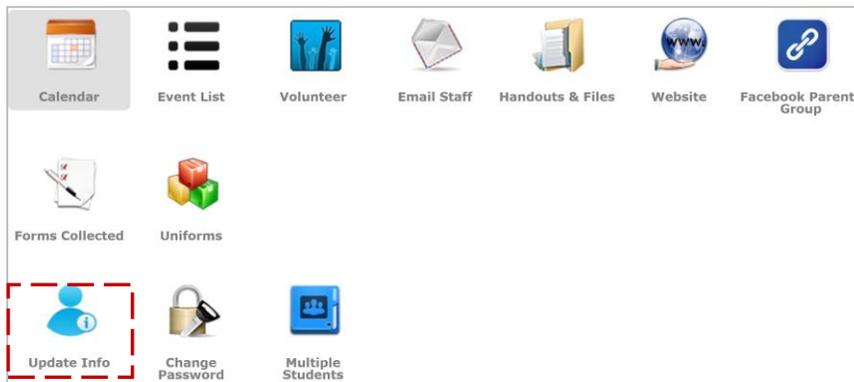
Documents/Forms

News



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

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.