

Charms Office Assistant Student Portal

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

Calendar Info



Volunteering



Documents/Forms



There are two levels of access for students and parents:

1. For **public access**, all you need to know is our **school code (SAHSBRBB)**. You can view the public calendar and view/download documents and forms. You can also email our leaders from this view and access our website. You can type charmsoffice.com in your browser window to access the public view.
2. To access your **private student account**, you need to know your student password. You will receive an initial password that you will be required to change the first time you log in. Your initial password is a variation of the student's school email address. You will get to this view from our website. You may not be asked to enter the school code.

With the private account, you will be able to view personalized information, such as your student's contact information, parent contact information, uniform and equipment information, and eventually financial information, such as Scrip and Student Credit balances.

What you need to do:

1. Go to charmsoffice.com to update the student password. Parents and students log in to the student account. There is no separate login for parents.
 - a. Click Login and choose Parents/Students/Members (our school code is SAHSBRBB)
 - b. Enter the student password provided below (parent meeting only*)
 - c. Follow the prompts to create a new password.
2. Click "Update Info" icon at the bottom of the screen
 - a. Review the student information, make any changes and click the "Update" button
 - b. Next, go to the bottom of student record to find the parent information (blue button).
 - 1) 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.
 - 2) 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 your interests. When you have made these changes, click the "Update" button to save them.

***If you were not able to attend the parent meeting, please [email us](mailto:charmsoffice@charmsoffice.com) to get your unique, temporary password**