



Mountain Ridge High School  
“Pride of the West” Marching Band

## Logging Into CHARMS

The CHARMS Database is where you will find your student’s financial records, handouts, calendar, and be able to sign up to volunteer! You can access CHARMS at [charmsoffice.com](http://charmsoffice.com).

Incoming student accounts will be created based on the information provided on the MRHS online registration form located on the band website, [www.mrhsband.net](http://www.mrhsband.net). CHARMS Accounts for the new school year will be created mid-June, as we need to close out the prior school year once school ends. You will receive an email from [charms@mrhsbandaides.com](mailto:charms@mrhsbandaides.com) with your student’s temporary ID **typically the first week of July, once the account is created.**

1. Once you are on the CHARMS landing page, hover your cursor over the blue “LOGIN” button at the top right of the page and click on the “Parents/Students/Members” link.
2. The next page will ask you to enter the school code **mountainridgeband** – all one word.
3. On the next page, enter your Student Area Password (a 6-digit code); “xxxxxx” then press enter. Initially, this will be a temporary ID consisting of two capital letters and four numbers. Once you have signed in for the first time, we suggest you change the password to your student’s DVUSD student ID number.
4. You will then be in your child’s CHARMS home page. You will see icons for links to the Calendar, Volunteer, Handouts & Files, Finances (Important), etc. It is important to note the account belongs to the student.
5. Click on the “Update Info” folder, or click on the blue “Student Info” icon on the top of the page. Please review and update all student and parent contact information. Students and families can access this feature anytime to change phone numbers, email addresses, etc. Add any other adults who may need information from the band, such as grandparents, step-parents, etc. To add additional adult information, click on the blue, “Add New Adult” button and enter the following:
  - a. Adult Name and Address
  - b. Home and Cell Phone
  - c. E-mail address where you are able to receive personal mail (***Very Important***)

**Questions?** Please contact Heidi Zinn at [charms@mrhsbandaides.com](mailto:charms@mrhsbandaides.com).