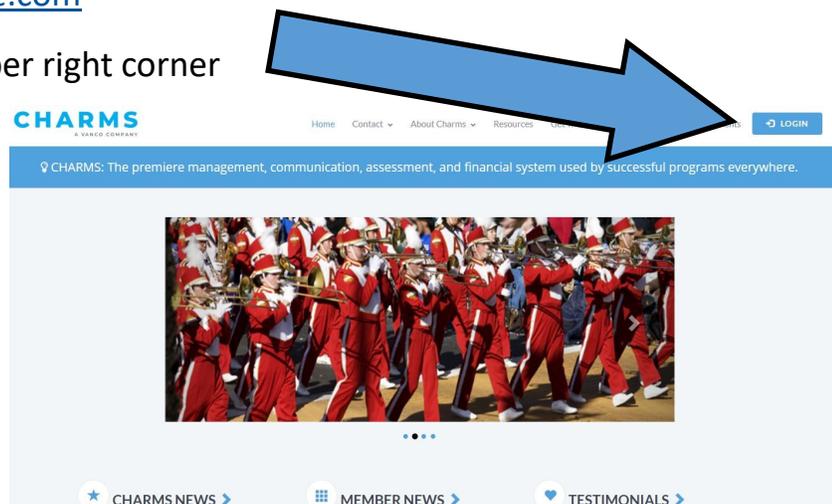# How to Access your CHARMS account

Go to www.charmsoffice.com

Click "Login" in the upper right corner



Scroll down to parent/student/members login.

Enter "Newtonmusic" in the school code box. Click enter.

You are now able to email the directors, download handouts, and see any announcements that are posted. You will need to enter your student's unique "Student Area Password" to go any further.

**Your password initially is your student's school ID. After first login, Charms requires all users to set their own password. Directors do not have access to personal passwords, so make sure your email/phone is correct in case a reset is needed.**



The next screen includes everything you need. **Please click "Update Info" FIRST and confirm a cell phone number and email address.** These will be important for account access and allow you to reset your password easily in the future, if needed. Additionally, you can view student fundraising account finances here.



**Link multiple students here!**