



How to access parent/student information in Charms

- Log on to www.charmsoffice.com, and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your student’s program account using the following School Code:
EHSmusic (note - case sensitive)
- The first time you go here, enter your child’s Jeffco student ID into the *Student Area Password* field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a “hint” as well. If you forget your password, email charms.support@evergreenhsmusic.net to request a password reset. It will be reset back to the student ID.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account.
 - **Email Staff** – Brings up a page to send email to key staff members
 - **Website** – Redirects you to our website evergreenhsmusic.net
 - **Finances** – Allows you to view your statement and make online payments.
 - **Update Info** – Allow you to view and update the personal and contact information for you and your student. Please keep this up to date as your contact information changes to ensure that you receive communication in a timely manner
 - **Change Password** – Allows you to change your password on Charms
 - **Multiple Students** – Allows you to link multiple students in your family together so that you can log in and toggle between them. Note that ALL students being linked MUST have their password set to NOT be their student ID for this to work. Once linked, you can log into either student, and then return to this selection to switch to the other student’s account.