

SFHS Band Charms Account Access

WEMEA uses **Charms** software to keep up-to-date information about your student. Please follow the **Charms** instructions below and update or fill out the “**Update Personal Information**” area.

- Go to www.charmsoffice.com. 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 account using School Code: **SantaFeBand**. Click Enter Student/Parent Area.
 - This will bring up the main “Home” page.
 - To log in for the **first time**, enter the Student’s ID NUMBER into the Student Area Password field and click the Enter button.
 - You will be directed to the Change Password screen to set a password *different from the ID*, for future use. You will also be asked to enter a password hint. **(THE PASSWORD MUST BE UNIQUE. IF YOU HAVE TWO STUDENTS IN THE BAND DO NOT USE THE SAME PASSWORD FOR BOTH.)**
 - Whenever you enter using this password, a more detailed screen appears, with options to view your student’s information, financial records, forms, and more.
1. Update Personal Information – you may help make changes to your and your student’s “student information page” (such as updating phone numbers and email addresses if they change) to help the Directors communicate with you more effectively.
Click Update Info to enter this information

You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal.”

If you have difficulty, Amy Roush can provide login or other technical assistance. Please email her at WEMEATechnology@sfhsband.net.

If you can’t access the Charms software, please provide the information below.

Name

Grade

Instrument, Color Guard, etc.

Parent Names

Mailing Address

City/Zip Code

Student Phone & Email

Mom Phone & Email

Dad Phone & Email

Other Phone & Email
