

INSTRUCTIONS FOR LOGGING IN TO “CHARMS”*

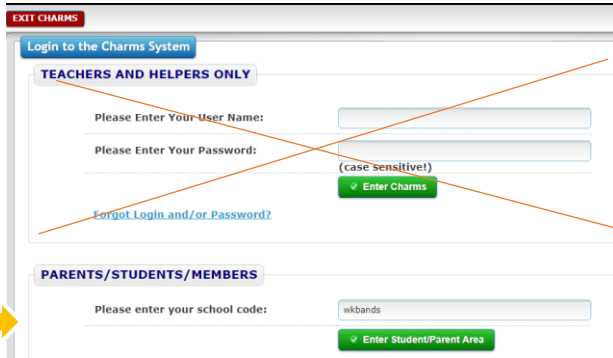
*Charms is our band information data base and information center. This is how we can send communications to you and have your demographic information (email, phone numbers, address, etc.) to keep you updated on band events. This is totally independent and separate from the school district’s “Parent Portal”—we manage this system ourselves so we always have access to the information. It is also a place where you can check on calendar/schedule, student financial account information, etc.

PLEASE HELP US KEEP YOUR INFORMATION UPDATED BY LOGGING IN AND MAKING CHANGES WHEN YOUR INFORMATION CHANGES

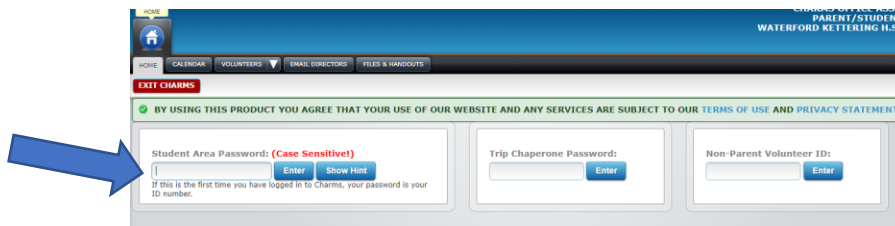
Note: We have been experiencing major problems with Charms email delivery this year, especially to GMAIL accounts. We are in the process of looking at a different service altogether, and may be making a gradual change to this new system this school year.

FROM A COMPUTER WEB BROWSER:

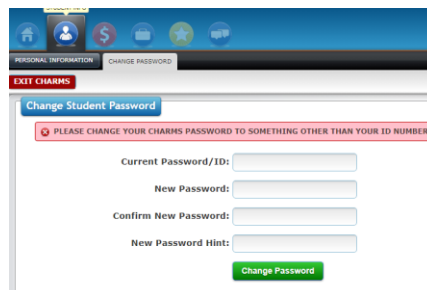
1. Go to www.charmsoffice.com
2. Click “LOGIN” on the upper right
3. Type in “wkbands” where it says “please enter your school code” and click “Enter Parent/Student Area”



4. In the “Student Area Password” box, type in
 - a. Student’s last full name, with capitalized first letter
 - b. First letter (capitalized) of the students’ first name
 - c. Four digit student graduation year
 - i. Here is an example... *Jane Smart will be graduating in 2021. Therefore, her Student Area Password would be: SmartJ2021*



5. Now you will have the change that Student Area Password to something else that YOU CHOOSE. **IMPORTANT!!!** Type in the original password (from above) in the first box, then the next two boxes will be your **NEW PASSWORD** that YOU create. If the student and parents do not communicate what this new password is to one another, the other person will not be able to log in. Please communicate this password change to one another. This is **NOT** like the Parent Portal/ Student Portal, where parents and students have their own login and password information. It's all in **ONE ACCOUNT** for everyone (student, mom, dad, etc.).

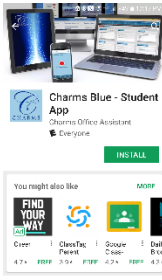


If you have problems with this process, please contact Mr. Adkins: AdkinR01@wsdmi.org

INSTRUCTIONS FOR LOGGING IN TO “CHARMS”*

FROM A SMART PHONE:

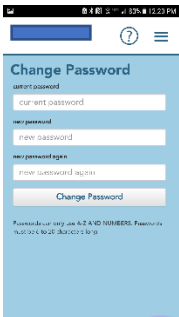
1. Download the app from the Apple App Store or Google Play Store
 - a. It is called “Charms Blue”



- b. Open the app and type in “wkbands” under School Code and the same password combination described above for computers (Step 4)



- c. Like with the computer version, you will be required to change this password on the next screen.



- d. REMINDER: Make sure parent & child both know what this new password is, otherwise the other person (who doesn't know this new password) won't be able to log in!!

Please contact Mr. Adkins if you need assistance with Charms:

AdkinR01@wsdmi.org

If Charms tells you that you don't exist in the Charms database, contact Mr. Adkins and he can add you!

PARENTS! Please update any and all demographic information on Charms... parent's names, addresses, phone numbers, email addresses, etc. If parents names and information are missing from the child's accounts that you want to be there, please add them.

If you want extended family to receive notifications also (grandparents, etc.), then please go ahead and add them onto your account also!