

CHARMS Instructions

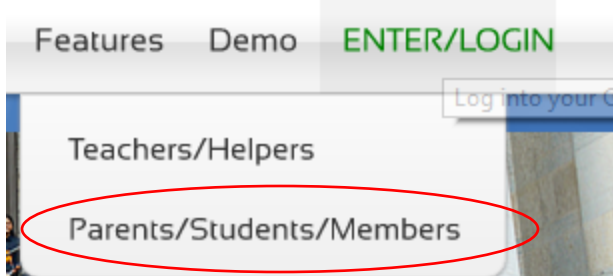
Mighty Rebel Band

1) Go to Website:

- www.charmsoffice.com

2) Click on ENTER/LOGIN

- Select Parents/Students/Members

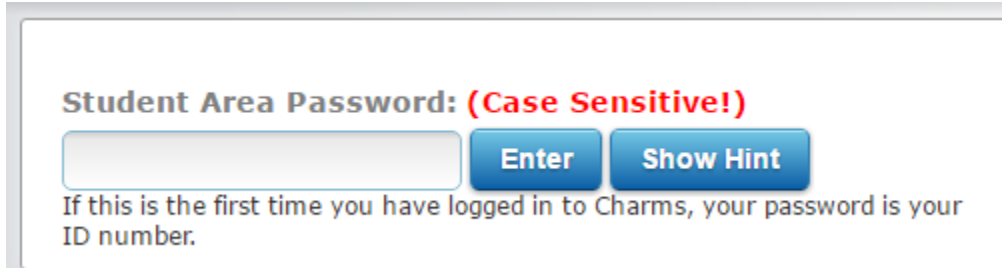


3) Enter School Code:

- MidlandLHSB

4) Enter Student Password:

- If this is your first time to log in, the password will be your Student ID issued by MISD

A screenshot of the 'Student Area Password' entry form. The form has a title 'Student Area Password: (Case Sensitive!)'. Below the title is a text input field, an 'Enter' button, and a 'Show Hint' button. Below the input field, there is a note: 'If this is the first time you have logged in to Charms, your password is your ID number.'

5) Click on Update Info icon:



Update Info

- Fill out all information for student
- Click on "Add Adult" to add parent info
- Email addresses are crucial in order for you to get informational emails
- Be sure to click on **SAVE CHANGES** before exiting.

Click on Finances icon to access student ledger:

