

Instructions for CHARMS Setup and Access

How to access parent/student information in Charms

- A director or CHARMS administrator will need to register you into the system before you can log in.
 - Once registered, click on the CHARMS link at the top of www.westshoremusicboosters.com
 - Click on the “LOGIN” button
 - The first time you login, your username AND your password are your 10 digit WSSD student number
 - Locate and note your WSSD Student ID number. This number can be found on PowerSchool.
- Enter your address, home phone, cell phone, choose your carrier, your email address, sex, current grade, birth date, school, etc.

****If you are interested in participating in the West Shore Marching Band for the upcoming season, please type “yes” in the Marching Band box AND type your section in the MB section box – winds, guard, or percussion.*

- **Click “update”**
- **PARENT INFORMATION** – Click “Add New Adult.” Click “Copy Dotted Fields From Student” if that applies. Fill in the remaining fields. **Click “update”** in upper RH corner.
 - The West Shore Music Boosters is a volunteer organization and we hope you choose to get involved! We invite you to share your skills and interests so that we can pool our resources and, working together, provide the best possible experience for all the students and families in our program.
 - Click “Add New Adult” to add another parent
 - When finished, click the red “Exit Charms” button in the upper left.
- Once registered, log in to Charms in one of the following ways:
 - Visit www.westshoremusicboosters.com and click “Charms Log In”
 - Visit www.charmsoffice.com , locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page, and login to our program account using the following School Code: WestShoreMusic
 - Bookmark this link:
<https://www.charmsoffice.com/charms/parents.asp?username=WestShoreMusic>
- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”). It’s the way to stay in touch on the go!
- **SIBLINGS** – once siblings have been registered individually, scroll down and click “Multiple Students.” Follow the on-screen instructions. (School Code: WestShoreMusic)
 - This provides a quick way to switch between student accounts.

TO RESET PASSWORD TO AN EXISTING ACCOUNT: CONTACT A DIRECTOR