

# How to access parent information

## CHARMS

### BAND

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com)
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Login to your child’s program account using the following login:  
**americanforkhsb**
- This will bring up the main parent page. This will allow you to look at your child’s program’s **public calendar, event list, handouts and other files.**
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing.
- When you enter your child’s ID NUMBER, \_\_\_\_\_ another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “keys icon”
- Two areas in which you can help the director maintain his/her records:
  - **Student information form** –you may help make changes to your child’s **student information page** (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively.
- Most importantly, the parent page assists both you and the teacher to communicate with each other.
- You will also see links to **enter Practice Logs**, and use the **Recording Studio** if the teacher has enabled these options.

## AF Band Web Page

You can also access the AF Band web page at [www.afbands.org](http://www.afbands.org) It contains forms and calendar information. It also has a link to Charms.