



How to... update your information in Charms

1. Go to the Charms website:

<https://www.charmsoffice.com>

2. Hover over the blue **Login** button in the top right hand corner and click on **Parents/Students/Members**

3. Type in the school code **LibertyHSBand** and click on **Enter Charms**

4. Type in your student's password:

Student Area Password: **(Case Sensitive!)**

If this is the first time you have logged in to Charms, your password is your ID number.

Initially it is set up as their 6-digit school ID number, but if they don't know it or forgot, please email Mr. Weaver or president@libertyhsband.com for a password reset.

5. Click on the Update Info icon:



Update Info

6. Check the information for the student and adult(s). Please include an adult contact email address and phone number. Click on the green **Update** button after you make any changes.