

## How to access parent/student information in Charms

Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click “LOG IN” in the upper right corner.

Choose “Parents/Students/Members” from the drop down menu.

Enter school code “teaysvalley”

The first time you log in, enter your child’s ID NUMBER (provided) into the Student Area Password field. You will then be directed to the Change Password screen, to set a personal password different from the ID, for future use.

You can make credit card payments for fees to your student’s account by clicking on the Finances icon, you will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments.

There are many other features on the site which may be used in the future, but are not in use at this time. You can download the Charms App to your smartphone – search your App Store for “CharmsParent/Student Portal” (or “Charms Blue”).

***Please contact the student accounts officer via email at [tvhsbsa@gmail.com](mailto:tvhsbsa@gmail.com) with any questions or concerns.***