

North Penn Music Aides

How to Access Charms

1. Visit www.charmsoffice.com.
2. Click **LOGIN** in the top-right corner and select **Parents/Students/Members**.
3. For the **School Code**, enter **NPennHSBand** and click on **ENTER CHARMS**.
4. Under **Student Area Password**, enter your student's **6-digit NPSD ID** and click **Enter**. Once you have logged on, you may select the **Change Password** icon to change the password, if desired. Please safeguard your password.
5. Click the following icons at the top of the page to keep up-to-date:



STUDENT INFO – Select **PERSONAL INFORMATION** to review and make changes to your child's contact information, as needed. This will help the Director and NPMA communicate with you more effectively.



FINANCES – Check this page regularly to see whether payments are due and how much Student Credit your child has earned. Student Credit (called "Student Miscellaneous Ledger" within Charms) may be used toward fees or other NPMA expenses for your child.

- Click **TRANSFER REQUEST** if you would like to use Student Credit to pay for fees or other expenses. You must have enough funds for a full payment.
- If you would like to use Charms for a partial payment, you may email the Student Financials Chair at npma.studentfinancials@gmail.com.