Charms Log in Instructions

To log into Charms, click on the Charms link on the Home page of www.lwwmusic.org.

This will bring you to the Charms landing page. Click the Login button at the top left of the page (Login as a student/parent) The School Code is LWWestMusic. The password to access your student is the student ID. You can change this once you log in.
Sign up to Volunteer in Charms

Once logged in there are many ways to find the volunteer event list. You can click on the Volunteer Needs button at the top or the center of the page. The other is to click on the Calendar button or icon. Either will take you to a place where you can sign up to help with a specific event.

If the calendar is chosen a week of volunteer needs may look like the screen shot below. Just click on the multi-colored hand and it will take you to the volunteer sign up page for that event.

If the Volunteer Needs button is chosen a list of events will be available in the drop down. Select one and click “Show Volunteer Needs”.

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6:30 PM - 10:00 PM
West Home Football Game vs. Stagg

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A list of the slots available will show up and you can fill in your name, number and email. The chairperson for event will contact you if necessary.
Updating Student Info and Password

To review your student’s information click on the Student Info Icon at the top and then the Personal Information Button or the orange icon in the middle of the screen.

Once you are on the “Update Student Detail” Screen you can change the contact info for the adults associated with the student. **To view another person associated with the student or add an adult scroll down to the bottom of the screen.**

Remember to Click on the update button for your changes to take effect.

To change the login password click on the blue Change Password icon or the Change Password button under the student tab.
Files and Handouts

From time to time there will be handouts posted on Charms. They can be accessed by clicking on the Files & Handouts button along the top or the purple Handouts & Files button.

Depending on the groups your student has joined there will be different forms or documents posted for your reference.

IBA Account Information

To see your student’s financial statement click on the Finance Icon or the button. The financial statement is where you can see IBA activity, balance and any payments owed.