

Charms Info (9/12/18)

We HAVE to have all of your child's information! (This includes their address, email, etc) We also need you all to click "Add Adult" and fill that out at least once for one parent/guardian. This program will eventually replace NETMA. If your info is not current, you will no longer receive information.

Go to charmsoffice.com

Click the blue login button in the top right corner.

Scroll down to the Parents/Students/Members Login section.

Enter Lewisburg as the school code. (Must have a capitol L)

If this is your first time logging in,

You will be brought to a screen that says "Student Area Password"

Enter your child's ID. (FirstnameLastname) – NO spaces. Capitalize first letter of the first and last name.

You will be prompted to change the password. On this screen, you will have to re-type the ID that you used before. You will be asked to type in another password. You will also have to verify that password by typing it again.

From this point on, you will log in with the following info.

School Code: Lewisburg

Password: the one that you entered.

If you have logged in before,

School Code: Lewisburg

Password: the password that you entered.

*If you cannot remember that password, you will have to contact Ms. Hallmark to reset the password. You will then have to follow the steps above for first time log in.

When you get into Charms,

Click the 'Update Info' tab.

All of the info on that screen is your CHILD'S info. Please fill it out thoroughly.

When that info is complete, please click 'Add Adult'. Please fill out ALL of the info for the particular adult you are adding.

If there is multiple guardians, please fill out an 'Add Adult' form for each parent/guardian.

You can also access many other things from that home screen.