

# School Gmail Account Access

You will login to your school Gmail account with the same user information that you use with other RLMS Google apps such as Classroom, Docs, Sheets, Calendar etc.

- **Username/Email Address:** RL + your ID number + @stu.rlas-116.org
    - *Example: RL123456@stu.rlas-116.org*
  - **Password:** RL (make sure they are capitalized) + your birthday in month/day/year format
    - *Example: May 24th, 2002 = RL05242002*
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# Charms Account Access

- Go to [www.charmsoffice.com](http://www.charmsoffice.com)
- Click “**LOG IN**” in the upper right corner followed by “**PARENT/STUDENT/MEMBERS LOGIN**”.
- Enter School Code: rlasmusic
- **The first time you login, enter your student ID number** (the same six-digit ID number provided by the school/used in your school email address) into the “**STUDENT AREA PASSWORD**” field.
- You will be directed to the **Change Password** screen, to set a personal password different from the ID for future use. When you create your new password, **create a “hint”** as well.
- To view how much money you have in your account, click the button with the \$ sign in the menu on the top of the screen.