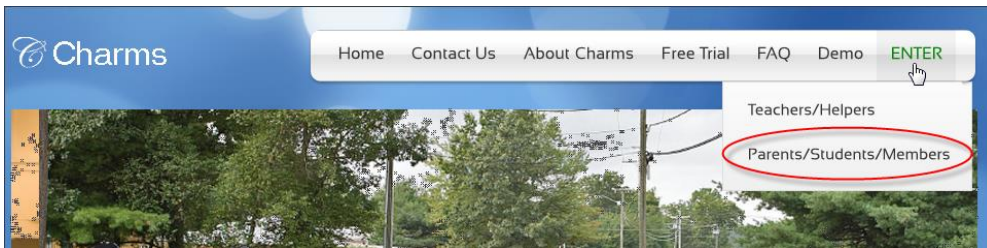# Charms Parent Handout

Accessing Parent/Student Information

1. Navigate to Charms landing page at www.charmsoffice.com .

2. Log on:

    a. Click the green "ENTER" button, and then click "Parents/Students/Members" from the drop down menu. The Charms Parents/Students/Member Area log in screen will display,

    b. Enter School Name in **Your School Code** field (not case sensitive)
    c. Click 'Enter Charms' button. The screen will display asking for Student Area Password

    d. Enter your Student's FCPS ID Number. Click Enter. The Charms Home page will display.

Change Password

To change Password from Student ID (Acceptable to leave as student ID):

    a. From the Home page, click the **Change Password** icon – The Change Student Password screen will display
    b. Enter Student ID in the **Old Password** field
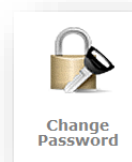
Charms Parent Handout

    c.   Enter new password into the **New Password** field and **Confirm New Password** fields (**must be at least 9 characters**)

    d.   Enter a hint that will be helpful in remembering the new password in the **New Password Hint** field.

    e.   Click **Change Password** button- The Home page will display.

          Note: For all future logins, the new password will be entered into the Student Area Password field. Also note, passwords are CASE-SENSATIVE, so if a password was created that has Upper Case then it must be entered exactly as it was created.

Update Information

Verify Student Information (Important for effective communication with teacher):

    a.   From the Home page, click the **Update Info** icon – The Update Student Detail screen will display.

    b.   Confirm student's information

    c.   Enter any changes and click the **Update** button - The screen will refresh displaying changes.

    d.   Click the **Home** icon to return to Homepage
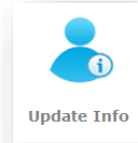
Handouts & Files

1.   To View or Print Handouts:

    a.   From the Home page, click on **Handouts & Files** icon. The Files & Handout screen will display with the schools files tab active.

    b.   Click appropriate folder to view/print related handout

    c.   Click on the desired file to open

   d.   Click **Back to Folder List** to select additional handouts or to upload a file.
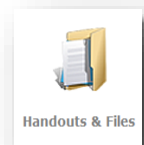
2.   To Upload a Scanned/Saved File:

    a.   From the Home page, click on **Handouts & Files** icon. The Files & Handouts screen will display with the **School Files** tab active.

    b.   Click **My Files** tab. The file upload screen will display.

    c.   Click **Browse** button. The Choose File to Upload box will appear.

    d.   Locate the file and click file name to populate File Name field.

    e.   Click **Open**. The Files & Handouts screen will display and file location/name will populate the Upload to Teacher field.

    f.   Click **Upload File** button.

    g.   The list of uploaded files will display below with links to the files for viewing.

Finances

To view Finances for Students:

    a.   From the Home page, click the **Finances** icon. The Student Financial Statement screen will display.

    b.   **Total Balance** due – is a total of all monies due. Balances from previous years are listed under Student Miscellaneous Ledger Detail – this includes money still owed from previous years.
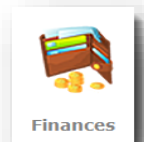
Charms Parent Handout

    c. Positive Balances will be automatically applied towards student's fee and trip balance
   d. Sample of a student financial record can be found on the last page of this handout.

Calendar

1. To access the calendar:

    a. From the Home page, click the **Calendar** icon
    b. Calendar will display – When selected, events will display in a popup window with detailed information about the event.

2. To volunteer:

    a. From the Home page, click **Calendar** icon – Calendar will display
    b. Navigate to event using arrows next to month/year, **Volunteers needed** will be found in the detail with the raised hand that is a link to the volunteer screen.
    c. Click on the **hand** – The Volunteer Opportunities Screen will display for the event
    d. Volunteer activities will be listed below. Enter Name and E-mail address to sign up.
    e. Enter cell phone number and select cell phone carrier from drop down menu to receive a text reminder – If no text is desired, enter **none** in Cell Phone field.
    f. Once desired fields are completed click **Sign-Up** button. The screen will refresh with information saved.
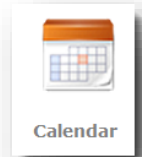
Email Staff

To contact Band Director:

    a. From the Home page, click **Email Staff** icon – The Email Directors screen will display a list of available staff members
    b. Click envelope next to name of staff member to contact.
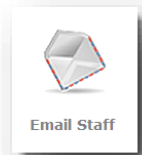
Logging Off

1. When all desired actions are completed, exit Charms by clicking the red **Exit Charms** button.

Charms Parent Handout

Sample Student Finance Record:

Student Financial Statement

Trip Ledger Balance Due	450.00	
Fixed Payments Due	0.00	
Fundraising Balance Credit	0.00	
Miscellaneous Balance Credit	85.00	
TOTAL BALANCE DUE	**$ 365.00**	

Sort By Date | Group By Trip

Trip Ledger Detail

Paid Date	Trip	Amt Applied	Paid By	Paid From	Dep. Num	
4/11/2014	B - Hawaii - 850.00	400.00	G-Cash	GT	cbc-0411	
	TRIP BALANCE DUE (inc options):	$450.00				
	Total Cost of All Trips	850.00				
	Total Applied (including Options)	400.00				
	Balance Due	450.00				

Student Fixed Payment Detail

Paid Date	Item	Amt.	Paid By	Dep. Num	
2/18/2014	Marching Band Fee Installment 2	125.00	G-Check 1234	0218	
1/23/2014	Marching Band Fee Installment 1	100.00	G-Check 125	cri-0123	
	Total Fixed Payments Due	$225.00			
	Total Fixed Payments Paid	$225.00			
	Total Unpaid Fixed Payments	$0.00			

There is no Fundraising Activity

Student Miscellaneous Ledger Detail

Date	Notes	Amt	Running Balance	Paid By	Dep. Num	Paid To	From	
1/23/2014	Scholarship 3	85.00	85.00	G-Cash	SCH-0123	FCPS Bank Account	GM	
	Total	85.00						