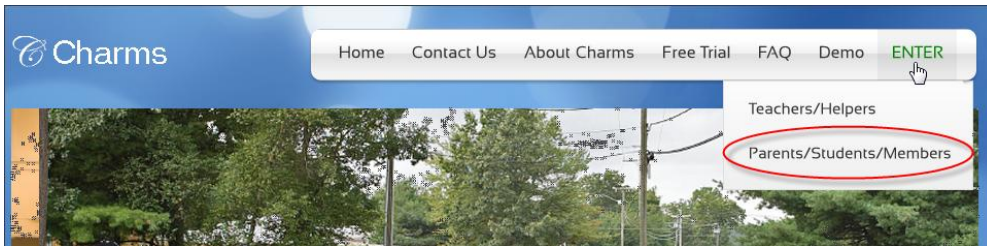


Charms Parent Handout

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,



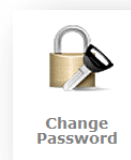
- b. Enter School Name in **Your School Code** field
- c. Click ‘Enter Charms’ button. The screen will display asking for Student Area Password

- 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

Update Information

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

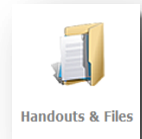
- a. From the Home page, click the **Update Info** icon – The Update Student Detail screen will display.
- b. Confirm student's information
- c. Enter any changes and click the **Update** button - The screen will refresh displaying changes.
- d. Click the **Home** icon to return to Homepage



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.



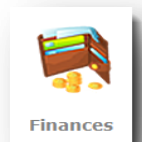
2. To Upload a Scanned/Saved File:

- 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.

Make a Payment through SchoolPay

1. From the Home page, click the **Finances** icon – Student Financial Statement will display.
2. To make a payment:
 - a. Click on desired **Payment** button, a screen will display
 - b. Click the **Pay** button – Charms will connect to SchoolPay
 - c. Enter payment information/make payment
 - d. Click **Return to Charms** to complete the process and display the updated Student’s record reflecting the payment.



Student Financial Statement

| | |
|------------------------------|------------------|
| Trip Ledger Balance Credit | 0.00 |
| Fixed Payments Due | 200.00 |
| Fundraising Balance Credit | 0.00 |
| Miscellaneous Balance Credit | 0.00 |
| TOTAL BALANCE DUE | \$ 200.00 |

There are no scheduled trips for this student

After you have selected the item to be paid, click here!

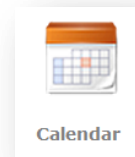
| Student Fixed Payment Detail | | Pay Fixed Payments | |
|------------------------------|----------------------------------|------------------------------------|---------|
| Paid Date | Item | Amt. | Paid By |
| not paid | Marching Band Fees - 1 - 2014-15 | 200.00 | |
| Total Fixed Payments Due | | \$200.00 | |
| Total Fixed Payments Paid | | \$0.00 | |
| Total Unpaid Fixed Payments | | \$200.00 | |

There is no Fundraising Activity

There is no activity in the Student Miscellaneous Ledger. [Make Miscellaneous Payment](#)

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.



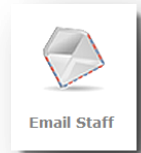
Charms Parent Handout

- 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.

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 | | | | | | |