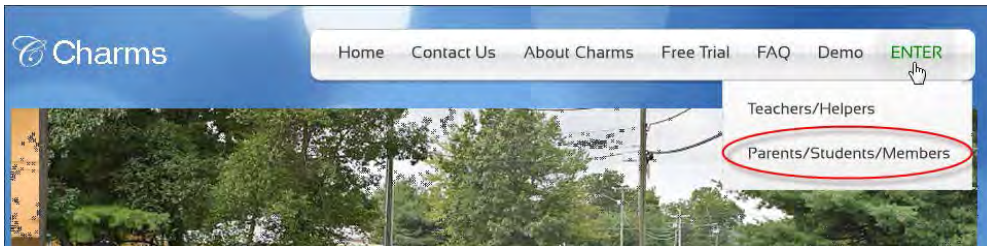


Charms Parent Handout

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

A screenshot of the Charms Parent/Student/Member Area login screen. The header is blue with the Charms logo and the text "Charms Parent/Student/Member Area". Below the header, it says "Please Enter Your School Code:". There is a text input field with a red "b." next to it. Below the input field, it says "(for a demo, please enter 'cornchoir' or 'ehsband')". At the bottom right, there is a blue button labeled "Enter Charms" with a red "c." next to it.

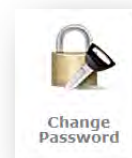
- d. Enter your Student’s FCPS ID Number. Click Enter. The Charms Home page will display.

A screenshot of the Charms Home page. The top navigation bar is blue with a HOME button and a house icon. Below the navigation bar, there are several menu items: HOME, CALENDAR, VOLUNTEERS, EMAIL DIRECTORS, and FILES & HANDOUTS. Below the menu items, there is a red button labeled "EXIT CHARMS". In the main content area, there is a section titled "Student Area Password: (Case Sensitive!)". Below this title, there is a password input field with a red "b." next to it, a blue "Enter" button, and a blue "Show Hint" button. Below the input field and buttons, it says "If this is the first time you have logged in to Charms, your password is your ID number." A red arrow points to the "Enter" button.

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):

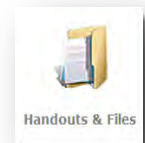
- a. From the Home page, click the **Update Info** icon – The Update Student Detail screen will display.
- b. Confirm student's information
- c. Enter any changes and click the **Update** button - The screen will refresh displaying changes.
- d. Click the **Home** icon to return to Homepage



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.



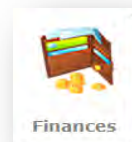
2. To Upload a Scanned/Saved File:

- 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.

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.



The screenshot shows the 'Student Financial Statement' interface. It includes a summary table with the following data:

Item	Amount
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

Below the summary, there is a message: "There are no scheduled trips for this student". A red callout bubble points to a "Pay Fixed Payments" button with the text: "After you have selected the item to be paid, click here!".

The 'Student Fixed Payment Detail' section contains a table:

Paid Date	Item	Amt.	Paid By
not paid	Marching Band Fees - 1 - 2014-15	200.00	

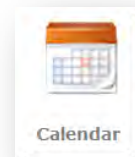
Summary of fixed payments:

Total Fixed Payments Due	\$200.00
Total Fixed Payments Paid	\$0.00
Total Unpaid Fixed Payments	\$200.00

Additional messages at the bottom include "There is no Fundraising Activity" and "There is no activity in the Student Miscellaneous Ledger." with a "Make Miscellaneous Payment" button.

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.



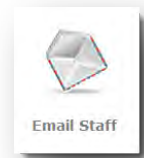
Charms Parent Handout

- 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	

Trip Ledger Detail						
Paid Date	Trip	Am't Applied	Paid By	Paid From	Dep. Num	
1/11/2014	B Hawaii 850.00	400.00	G-Cash	GT	cbc 0111	
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	Am't	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	Am't	Running Balance	Paid By	Dep. Num	Paid To	From
1/23/2014	Scholarship J	85.00	85.00	G-Cash	SCI-0123	FCPS Bank Account	GM
Total		85.00					