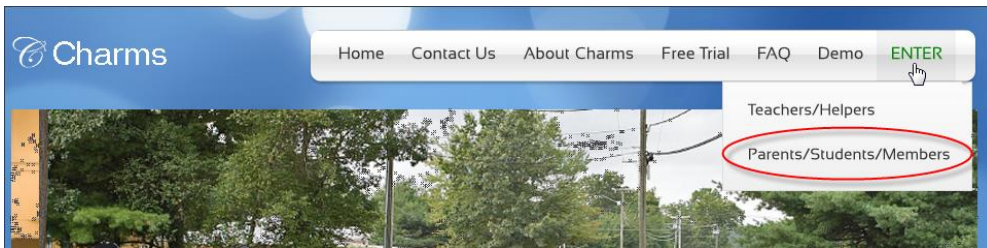


Charms Parent Handout

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: **FCPSAnnandaleHSBand**
- 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. At the top, there is a blue header with the Charms logo and the text "Charms Parent/Student/Member Area". Below the header, the text "Please Enter Your School Code:" is displayed. There is a text input field with a red "b." to its left. Below the input field, there is a note: "(for a demo, please enter 'cornchoir' or 'ehsband')". At the bottom right of the form, there is a blue button labeled "Enter Charms" with a red "c." to its left.

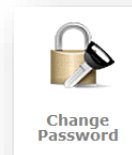
- d. Enter your **Student’s FCPS ID Number**. Click Enter. The Charms Home page will display.

A screenshot of the Charms Student Area Password login screen. At the top, there is a blue header with a "HOME" button and a home icon. Below the header, there is a navigation bar with buttons for HOME, CALENDAR, VOLUNTEERS, EMAIL DIRECTORS, and FILES & HANDOUTS. Below the navigation bar, there is a red button labeled "EXIT CHARMS". The main content area has a white background with the text "Student Area Password: (Case Sensitive!)". There is a text input field with a redacted password "....." and a blue "Enter" button to its right. A red arrow points to the "Enter" button. To the right of the "Enter" button is a blue "Show Hint" button. Below the input field, there is a note: "If this is the first time you have logged in to Charms, your password is your ID number."

Change Password

You will be prompted to change the Password from Student ID:

- a. From the Home page, click the **Change Password** icon – The Change Student Password screen will display



Charms Parent Handout

- b. Enter Student ID in the **Old Password** field
- 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):

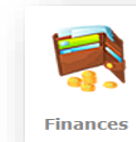
- a. From the Home page, click the **Update Info** icon – The Update Student Detail screen will display.
- b. Confirm student's information
- c. Enter any changes and click the **Update** button - The screen will refresh displaying changes.
- d. Click the **Home** icon to return to Homepage



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.
- 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 (CREDIT CARD PAYMENTS)

1. From the Home page, click the **Finances** icon – Student Financial Statement will display.
2. To make a payment:
 - a. Ledger Detail, Select what you want to pay (i.e. fixed payments or trips)
 - b. Click the **Make Payment** 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.



Charms Parent Handout

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**

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						