Charms

Student Information and Accounting Program

Accessing Your Student's account:

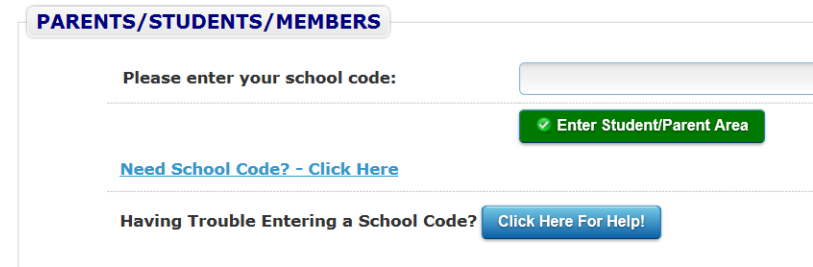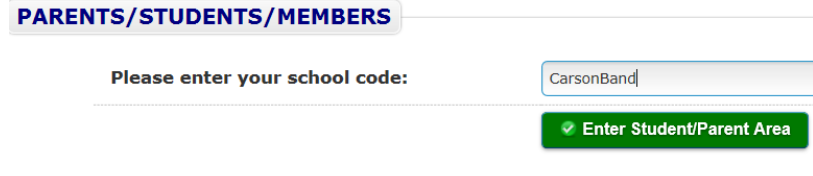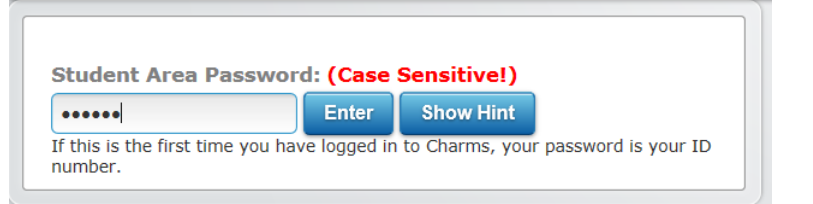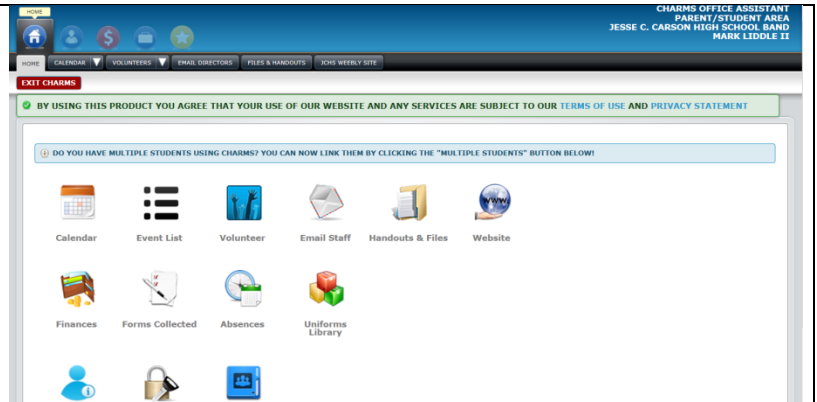|	
1.) Launch a web browser and navigate to www.charmsoffice.com	
2.) Click on the "LOGIN" button in the upper right hand corner of your screen.	**→] LOGIN**
3.) Locate the PARENTS/STUDENTS/MEMBERS area of the screen	**PARENTS/STUDENTS/MEMBERS** Please enter your school code: ☑ Enter Student/Parent Area **Need School Code? - Click Here** Having Trouble Entering a School Code? **Click Here For Help!**
4.) In the "Please enter you school code:" type in CarsonBand and click on the "Enter Student/Parent Area" button.	**PARENTS/STUDENTS/MEMBERS** Please enter your school code: CarsonBand ☑ Enter Student/Parent Area
5.) Login with your student's credentials. And hit the "Enter Button"	**Student Area Password: (Case Sensitive!)** ●●●●●● [Enter] [Show Hint] If this is the first time you have logged in to Charms, your password is your ID number. *on your first login, you will use your username as your password* all usernames are lowercase and are generally the first three letters of the last name and the first three letters for the first name.*

6.) You are now at the landing page of your account.	
7.) First thing you need to do is reset your password so that your account is secure. Locate the Change Password Icon and complete that process. *if you forget your password, we can reset it, just send an email from the screen that will come up if you enter it incorrectly and we will be notified and let you know when it is fixed.	
8.) When you are done reviewing things in Charms, locate and click the "Exit Charms Button" and log out. This button is located in the upper LEFT hand corner of your screen.	

Locations in Charms and currently used:

		This will bring you back to the landing page for your student account.
Calendar		Once populated, will let you look quickly at the schedule of games, meetings, practices, competitions and parades
Event List		Provides you a printable listing of the calendar.
Email Staff		Provides you a way to contact individuals to ask questions if needed.
Website		Will take you to the Carson Band Weebly site where you can find the forms and printouts needed. The top banner also has this link… JCHS WEEBLY SITE
Finances		Allows you to look at your student's financial statement.
Forms Collected		Allows you to see if there is any missing paperwork for your student.
Update Info		Takes you to the Informational Screen of your student so you can keep their information up-to-date.
Multiple Students		If you have more than one student in the program, we can tie the two accounts together so that you only have to log into one account and toggle between the two.