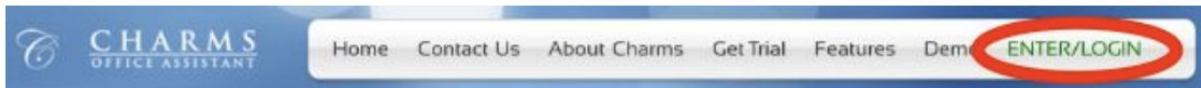


Setting Up a Charms Account for Students/Parents

CHS LRMB - Version 1/21/16


1. Go to <http://charmsoffice.com>
2. At the top right corner of the page, click on the ENTER/LOGIN link



3. On the Login page, go to the “Parents/Students/Members” area at the bottom of the page and enter the School Code: chancellorband

A screenshot of the Charms login page. At the top, there is a blue button labeled 'PARENTS/STUDENTS/MEMBERS'. Below it, there is a form with the text 'Please enter your school code:' followed by an input field containing 'chancellorband'. Below the input field is a green button with a checkmark and the text 'Enter Student/Parent Area'. At the bottom left of the form, there is a blue link that says 'Need School Code? - Click Here'.

4. The first time you login, enter the student’s Charms ID number (provided by Mrs. Belby)

A screenshot of the Charms login page. It shows a section titled 'Student Area Password: (Case Sensitive!)'. Below the title is an empty input field. To the right of the input field are two blue buttons: 'Enter' and 'Show Hint'. Below the input field and buttons, there is a line of text that reads: 'If this is the first time you have logged in to Charms, your password is your ID number.'

5. The first time you login, you will be asked to change the password. Enter the student’s Charms ID Number again in the “Current Password/ID” field, then enter a password of your choosing, and a hint to help you remember the password. Click the “Change Password” button to make the change.

Change Student Password

✘ PLEASE CHANGE YOUR CHARMS PASSWORD TO SOMETHING OTHER THAN YOUR ID NUMBER.

Current Password/ID:

New Password:

Confirm New Password:

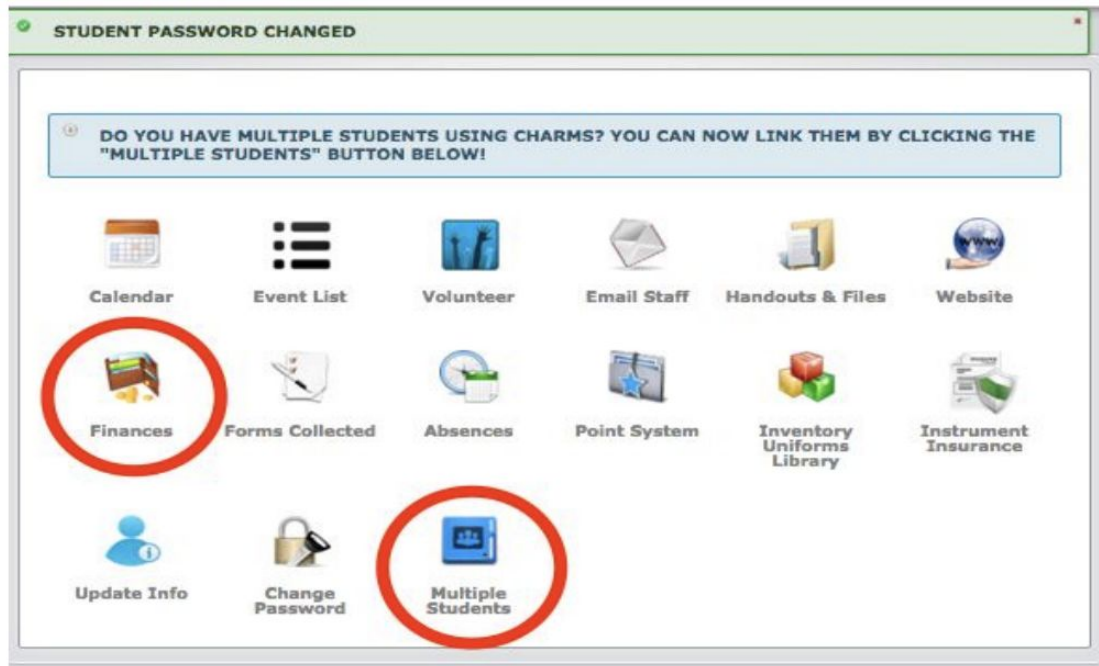
New Password Hint:

Change Password

6. You are now logged in to Charms!

- Click the “Finances” icon to see the balance in your student’s account.

- If you have multiple students in the band, you can link multiple Charms accounts to one login. Be sure to set up each individual account with a new password first (Steps 1 - 6), and then click the “Multiple Students” icon on the Charms page after you login.



7. The next time you login to Charms, simply follow Steps 1-3, then enter the password you created in Step 4.



8. When you are finished, click the “Exit Charms” button in the upper left corner.

