



How to access parent/student information in

CHARMS



- Log on to www.charmsoffice.com, and click the “ENTER/LOG IN” link at upper right.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Log to your child’s program account using the following School Code:

LondonderryMusic

- This will bring up the main parent page. This will allow you to look at the “public” calendar for your organization, events list, handouts and other files.
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements, volunteer opportunities, and other event details.
- When you enter your child’s STUDENT ID NUMBER (from X2 - ask your child) as a **Student Area Password**, another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, and forms. Once you have first entered this ID number, you may create your own, unique password by clicking on the “lock” (**Change Password**) icon.
- **Update Personal Information**
 - Throughout the month of September we are asking for your assistance in updating your child’s student information page (adding/correcting phone numbers, email addresses, home addresses, etc.) Please do this for both student and parent/guardian information. Click the **Update Info** icon to access this information.
- **Credit Card Payments**
 - **You now have the choice to make secure credit card payments for trips only at this time to your student’s account.** You will see blue buttons in the four main areas of the financial statement indicating an ability to make online payments. Only the **trip credit card payment** option is currently activated. *Please note that if you chose to pay by credit card, a 2% Convenience Fee (listed as “Additional Donation” on the form) will be added to your payment. This covers processing fees incurred by Affinipay.*
- The parent page assists both you and the teacher to communicate with each other. Stay up to date on what’s going on with your student!



Parent/Guardian Area

The screenshot shows a web browser window with the URL <https://www.charmsoffice.com/charms/parents.asp>. The page title is "CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA LONDONDERRY HIGH SCHOOL MUSIC". The navigation menu includes HOME, CALENDAR, VOLUNTEERS, EMAIL DIRECTORS, FILES & HANDOUTS, and FIND MUSIC. A red "EXIT CHARMS" button is visible. The main content area contains two password input fields: "Student Area Password: (Case Sensitive!)" with "Enter" and "Show Hint" buttons, and "Trip Chaperone Password:" with an "Enter" button. Below the password fields is a grid of icons for Public Calendar, Email Staff, Handouts & Files, Website, and Guest Shopping. The Windows taskbar at the bottom shows the time as 9:50 AM on 9/2/2015.

Student Area

The screenshot shows the Student Area dashboard in the same web browser. The page title is "CHARMS OFFICE ASSISTANT PARENT/STUDENT AREA LONDONDERRY HIGH SCHOOL MUSIC". The navigation menu is the same as in the Parent/Guardian Area. A blue banner at the top of the main content area reads: "DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE 'MULTIPLE STUDENTS' BUTTON BELOW!". Below the banner is a grid of 18 icons representing various services: Calendar, Event List, Volunteer, Email Staff, Handouts & Files, Website, Online Store, Finances, Forms Collected, Absences, Point System, Inventory Uniforms Library, Instrument Insurance, Update Info, Change Password, and Multiple Students. The Windows taskbar at the bottom shows the time as 9:48 AM on 9/2/2015.