

How to access Parent/Student information in Charms

>> Log on to www.charmsoffice.com click "**ENTER/LOGIN**"

>>On the Drop-down Menu chose "**Parent/Students/Members**"

>>You will come to a Window "**Charms Parent/Student/Member Area**"

Enter School Code: **DunwoodyHSBand**

>>Student Area Password: <enter ID from Charms Statement> **(in parenthesis next to Student Name)** *If you have forgotten an earlier password change, contact Band Booster Treasurer for RESET.*

>> Prompt to Change Password <Minimum 6 Characters>

>>You will be brought to "Home". There are "circles" at the top indicating different areas (The active area/circle will be highlighted, the others muted):

1. Student Information (2nd Circle):

>> Change Password Tab: Follow instructions to change password.

>> Update Student/Adult Information -you can make changes to your student's information page as well as adult information (such as updating phone numbers and email addresses) to help us communicate with you more effectively. Click the **Update** button.

2. You can check Account Balances or make Credit Card Payments for Fees.

Go to the finances page, noted by a **Red Circle with \$**. (3rd Circle)

At the top you will see **Student Financial Statement** it will outline the payments & how they were applied to fees.

Should you wish to make a payment of Fixed or Miscellaneous Fees use **Pay Fixed Payments** or **Miscellaneous Payments** (a partial payment is due). By clicking the button to the right of each payment you indicate which payments to pay. The button will turn **Blue** when activated. Put in a specific amount for Miscellaneous Payments. *** Be aware that a 2.5% Processing Fee is charged when paying by credit card/PayPal***

IF YOU HAVE MULTIPLE STUDENTS IN BAND AND WANT TO MOVE BETWEEN THEIR ACCOUNTS WITHOUT HAVING TO <LOGIN> & <LOGOUT>, FOLLOW THESE INSTRUCTIONS TO LINK ACCOUNTS

Link Students' Accounts

HOME Button/Circle (1st Circle):

<Scroll Down> Bottom Page Right **Multiple Students** Icon <Follow Instructions to Link Accounts together>