

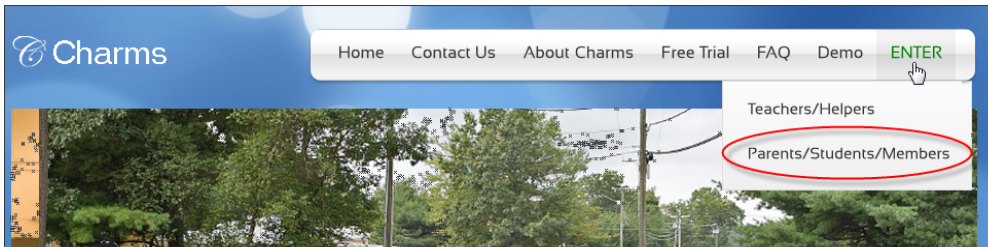
Charms Parent Handout

Ask your TJ Band student for his/her updated password. Students set up their Charms account information in class.

Please note that, beginning Fall 2019, band payments will be made via FCPS using MySchoolBucks. Charms will still be used for communications to families.

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 (not case sensitive) – [fcpsthomasjeffersonhsband](#)
- 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. The page has a blue header with the Charms logo and the text "Charms Parent/Student/Member Area". Below the header, there is a section titled "Please Enter Your School Code:". There is a text input field with a red "b." next to it. Below the input field, there is a note in parentheses: "(for a demo, please enter 'cornchoir' or 'ehsband')". To the right of the input field, there is a blue button labeled "Enter Charms" with a red "c." next to it.

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

A screenshot of the Charms Home page. The page has 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 section titled "Student Area Password: (Case Sensitive!)". There is a text input field with a redacted password "....." and a blue button labeled "Enter" with a red arrow pointing to it. To the right of the "Enter" button is a blue button labeled "Show Hint". 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."

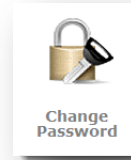
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Change Password

To change Password from Student ID (Acceptable to leave as student ID):

- a. From the Home page, click the **Change Password** icon – The Change Student Password screen will display
- 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. Also note, passwords are CASE-SENSATIVE, so if a password was created that has Upper Case then it must be entered exactly as it was created.



Update Information

Verify Student Information (Important for effective communication with teacher):

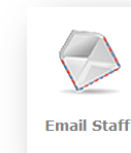
- a. From the Home page, click the **Update Info** icon – The Update Student Detail screen will display.
- b. Confirm student's information
- c. Enter any changes and click the **Update** button - The screen will refresh displaying changes.
- d. Click the **Home** icon to return to Homepage



Email Staff

To contact Band Director:

- a. From the Home page, click **Email Staff** icon – The Email Directors screen will display a list of available staff members
- b. Click envelope next to name of staff member to contact.



Logging Off

1. When all desired actions are completed, exit Charms by clicking the red **Exit Charms** button.