# CHARMS Office Assistant

Charms is an all-encompassing office assistant that the band uses as the primary communication tool with band parents and students. We use Charms to track all of our student and parent information such as email addresses, phone numbers, groups, and forms that need to be or have been turned in. It organizes and keeps track of our instrument inventory and music library.

Also, Charms is our financial package. It is a secure way for the band to track fundraisers, and we use it to manage the individual band accounts of the students. Charms gives you a running balance of your student's fundraising account.

**Parents and students of all Jupiter High School band programs are asked to keep their contact information in Charms current**. There is one Charms account per student, meaning the students and parents share the same account and password.

How to access Charms information:

1. Visit https://www.charmsoffice.com and click LOGIN at the top right corner.

2. Locate the PARENT/STUDENT/MEMBERS LOGIN section on the middle of the page.

3. Enter the school code: **JupiterHSBand**

   and click the Enter Student/Parent Area button to access your student's account.

4. The FIRST time you login, "Student Area Password" is your student's ID number, which is your student's eight digit student number assigned by the school district. You will be asked to create a new password. The password must be <u>different</u> from the student's ID number, and it must be at least seven characters. You are not required to enter a password hint.

   *Please make a note of your password for future access. If you forget your password, you can email Debbie Wiley at WileyDebbie@bellsouth.net to have the password reset to the student ID number.*

   If you do not have a student ID number yet, your student has been assigned a temporary ID number. Please email Debbie Wiley at WileyDebbie@bellsouth.net for that information.

5. Once your password is accepted, you will see the Charms HOME page. Icons for the different Charms functions are shown.

When logging in the first time, please verify the *Student Information Form*. To do this, click on **Update Info** icon on the lower left of the page.

1. Review/update the contact information requested <u>for your student</u>. When you've finished, click the green "Update" button on the upper right corner of the page.

2. Staying on that page, if you need to add information for a parent, click on the blue "Add New Adult" at the bottom of the page and complete that form. When you've finished entering information, click the green "Update" button on the upper right corner of the page. You can add more adults by clicking on the "Add New Adult" button again. Just be sure to save the changes for each page with the "Update" button.

3. To return to the main page, click on the Home icon on the upper left corner of the page.

**It is VERY IMPORTANT that at least one parent have a valid email address in the Charms account.** Charms is the main tool for communication between the band director and parents. If you do not have a valid email address, you will miss important information!

Please keep this instructions so you can easily access Charms at your convenience. Instructions are also located on the left sidebar of the band web site at JupiterBands.com.

# Other CHARMS Functions

These are the Charms functions that will be most useful to JHS Band students and parents:

**Change Password** allows the parent/student to change the default password of the student's 8-digit student ID.  Remember that both the parent and student SHARE this password, so communicate any changes. Passwords ARE case-sensitive.

**Email Staff** lists staff members email addresses.

**Finances** shows the student's financial statement, which includes fundraising activity and all student charges, such as Fair Shares, All-District/All-State audition fees, Solo & Ensemble fees, etc.

**Forms Collected** shows all of the forms that are to be completed and returned by the student, as well as whether or not the forms have been turned in.

**Handouts & Files** has flyers, forms and music that can be downloaded for your convenience.  Forms are also available on the band website on our Forms page at http://jupiterbands.com/home/forms/

**Multiple Students (NEW)** allows you to create a quick link to log into Charms as another student in another Charms account.  You must have the other student's password to make this link.  The linking is mutual; both student accounts will be linked together.

**Update Info** allows the parent/student to enter and update contact information.

**Website** is a link to the JHS Band web site, JupiterBands.com.


Please note that we do NOT use the **Calendar** option of Charms.  We use a Google calendar that can be synced to your smart phone.  For instructions, see the Calendar page of the band's website: http://jupiterbands.com/home/calendar/.