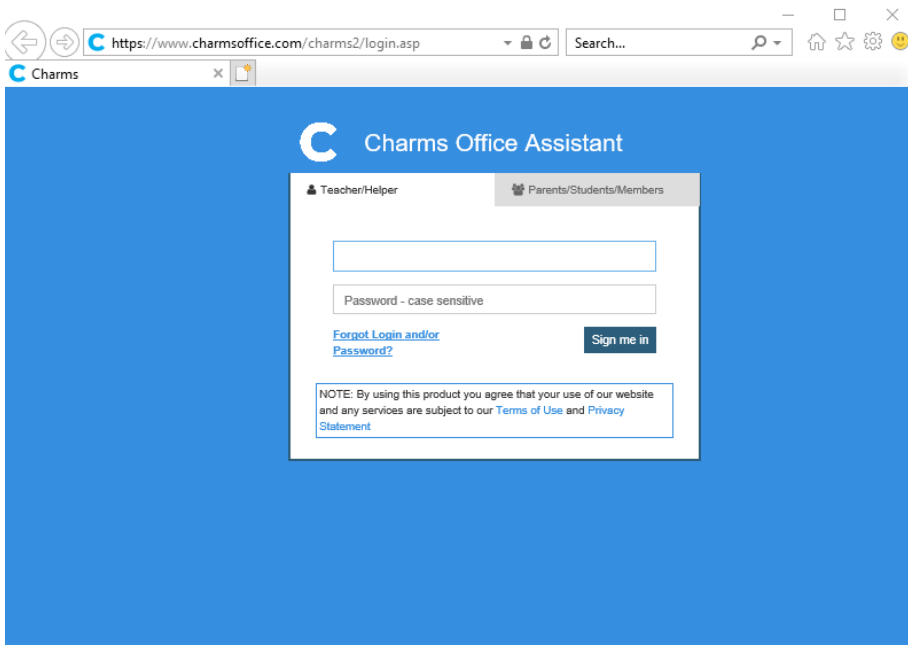


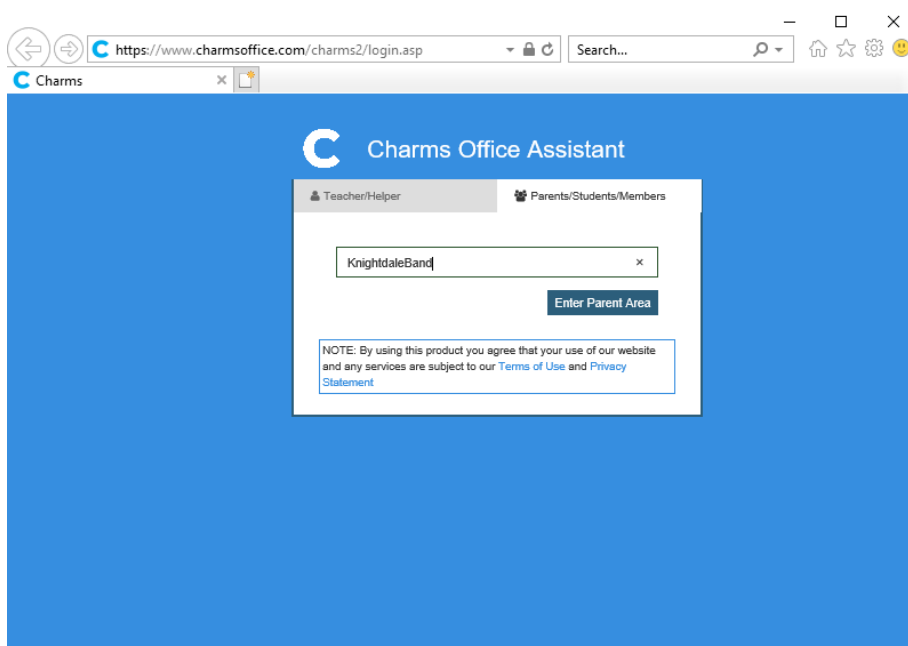
2019: CHARMS Instructions for Parents & Guardians

Please find below instructions for monitoring your child's online band account in Charms. Once you update your password you will have real time access to your band student's account. You can make/view payments online and see other student information.

- 1) Go to: <https://www.charmsoffice.com/charms/login.asp>

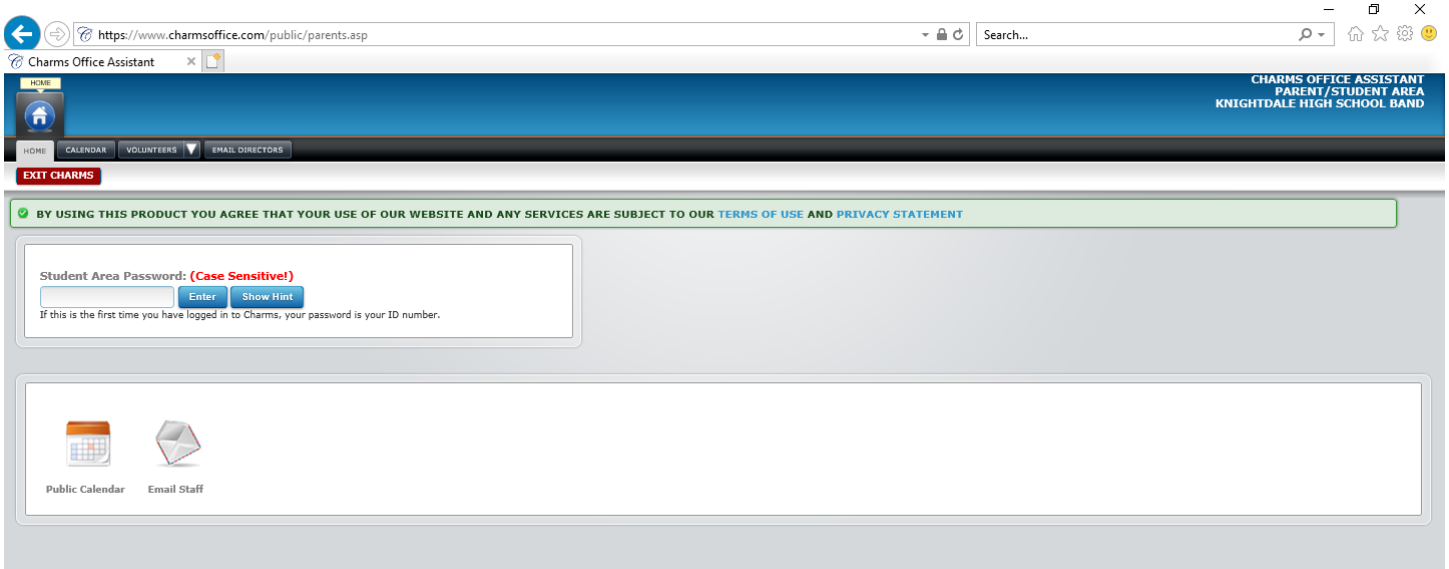


- 2) Click on parents/students/members tab and enter our school code: **KnightdaleBand**

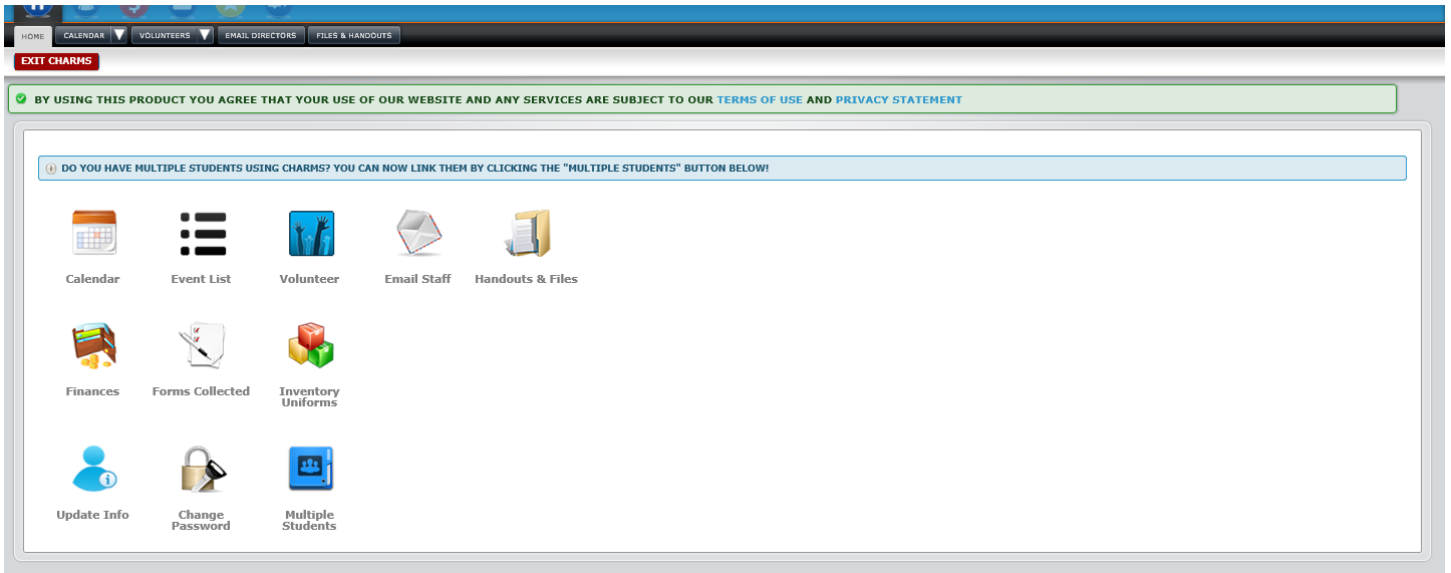


2019: CHARMS Instructions for Parents & Guardians

- 3) For returning users, enter your password.
- 4) For new users beginning 2018, your ID number will consist of the student's first initial, followed by last name, then 2-digit birth month and 2-digit birth day.
 - a. For example, KHunt0810. This will be your initial password to set up account. The system will prompt you to change it to something you can remember.



- 5) Once you are logged in, you will see the screen below.



2019: CHARMS Instructions for Parents & Guardians

Commonly Used Buttons:

Finances – Make payments via credit/debit card and or view any payments that you have made or money that you have earned by volunteering at Coastal Music Park.

How to make a payment:

- ✓ Click Finances
- ✓ Scroll to the bottom of the page
- ✓ Click Make Miscellaneous Payment
- ✓ Enter Payment Info
- ✓ Click Start Payment
- ✓ You will receive an email receipt for your payment

Update Info – View the contact information that has been entered for students, parents, etc.

Email Staff – Use this to send an email to the Band Association Treasurer if you have any questions or concerns about your student account(s).