



Franklin Community High School Instrumental Music Department

How to Access Student/Parent Information on the Charms Music Website

The Franklin Community Schools Instrumental Music Department **CHARMS** uses to manage student and parent contact information and all student financial accounts. Contact information should be updated whenever a change occurs. Parents can check on fees and recently deposited payments to their individual child's band account. Charms is accessible from any computer or device that has internet access.

To access Charms Music...

1. Go to www.charmsoffice.com.
2. **MOVE** your mouse over and **CLICK** the **LOGIN** button.

CHARMS
A VANCO COMPANY



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3. **MOVE** your mouse over and **CLICK** **PARENTS/STUDENTS/MEMBERS** tab.

Charms Office Assistant

Teacher/Helper Parents/Students/Members

User name

Password - case sensitive

[Forgot Login and/or Password?](#) [Sign me in](#)

NOTE: By using this product you agree that your use of our website and any services are subject to our [Terms of Use](#) and [Privacy Statement](#)

Charms Office Assistant

Teacher/Helper Parents/Students/Members

School Code

[Enter Parent Area](#)

NOTE: By using this product you agree that your use of our website and any services are subject to our [Terms of Use](#) and [Privacy Statement](#)

4. **ENTER** the school code 'franklinband' **CLICK** **ENTER PARENT AREA**.
5. **ENTER** your 8-digit student ID number. If your 8-digit student ID number does not work try using your last name and first initial. If neither of these work, please contact Mrs. Bradley, to either reset your password or set up your account.

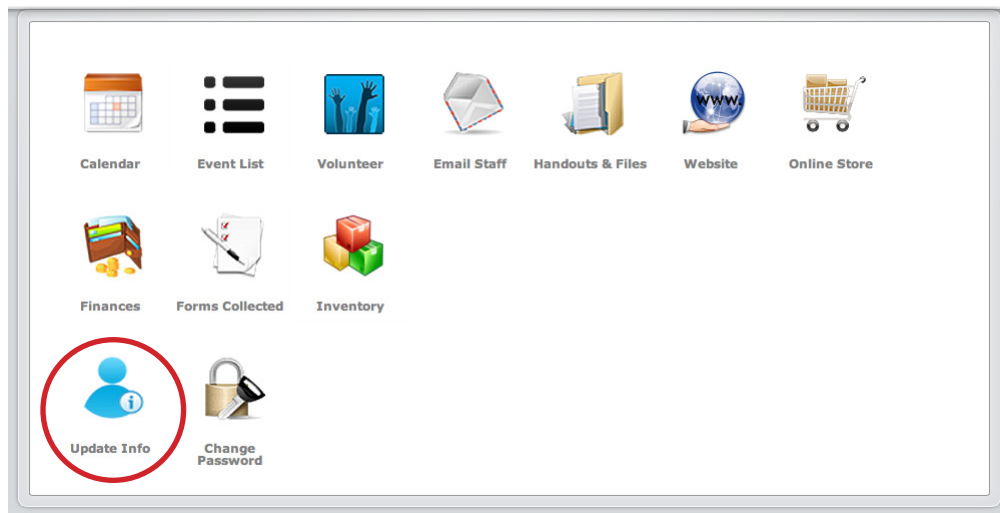
Student Area Password: (Case Sensitive!)

..... [Enter](#) [Show Hint](#)

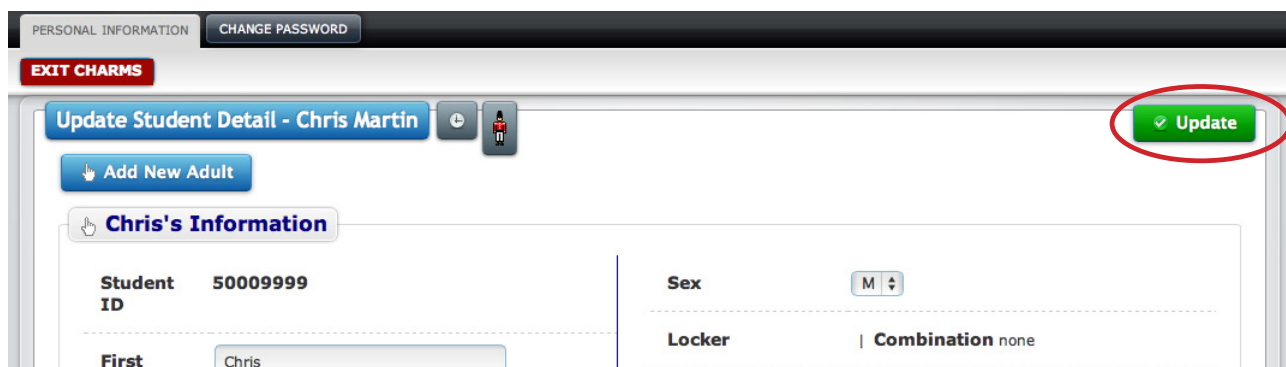
If this is the first time you have logged in to Charms, your password is your ID number.

(over)

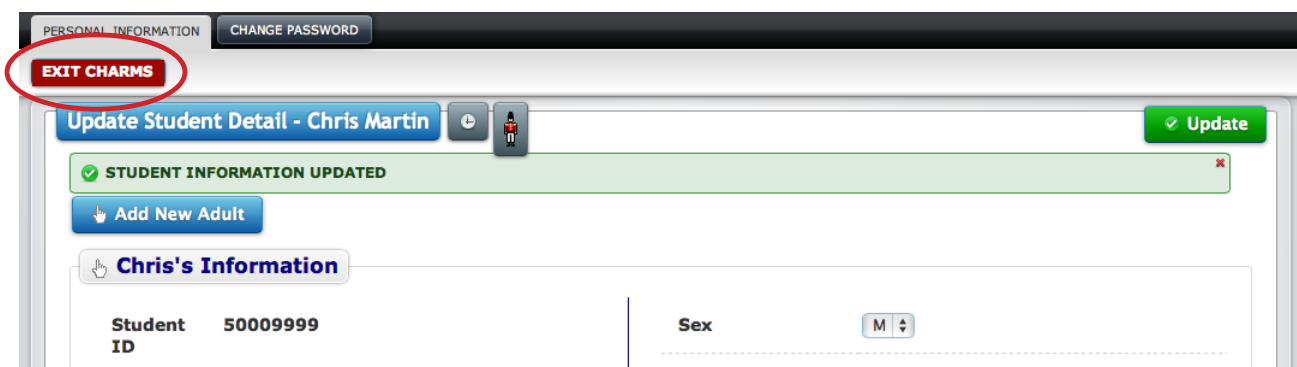
6. **CLICK** on **UPDATE INFO**, check your information and update as necessary.



7. **CLICK** **UPDATE**.



8. **CLICK** **EXIT CHARMS**.



9. **That's it!** You have completed logging on to Charms Music and updating your information. Keeping your contact information current will allow us to continue to communicate important information to you. Thank you!