



## Setting Up Your Charms Account!

Charms Office is the program we use for communication, volunteer coordination, and payment of fees. It is imperative that you set-up your child's Charms account. This will be the same account used throughout your child's tenure at Loganville High School.

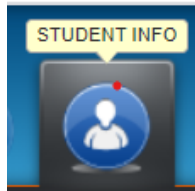
### **Here are the steps to creating your Charms account:**

1. In your search bar, type in "Charms Office" or type in the URL  
[www.charmsoffice.com](http://www.charmsoffice.com)
2. On the top right corner of the website, hover your mouse over the blue "Login" button and select "Parents/Students/Members"
3. You will be asked to type in a school code. The school code for the LHS Band is  
**daltonband**
4. You will be directed to a screen asking you to type in "Student Area Password". This will be your child's **student ID**.
5. You will now be creating/changing your Charms Office password.
  - a. For Current PW/ID, type in your student ID as done in step 4
  - b. For New Password, choose something you will remember!!!
  - c. Confirm your new password, making sure it matches what you previously typed
  - d. Select a hint that will help you in case you get do forget your password.
6. When you have successfully changed your password, you will be directed to the main Charms page.
7. Click the red "Exit Charms" button to sign in again to make sure you can sign-in
  - a. Hover over blue "Login" and select "Student/Parent/Member"
  - b. School code is daltonband
  - c. Type in the new password you created
  - d. You are back at the Home Screen of Charms!



**Setting up your account to receive communication:**

1. Once you are logged in and on the home screen, select the blue circle at the top left side of the page. The icon looks like this:



- a.
2. Underneath, click “Personal Information”.
3. You will have fields to fill out your contact for your child, parents/guardians, and other desired family members:
  - a. First fill out your child’s contact information. The more information, the better communication.

**b. Do not put a DHS email address for your child as Charms emails are blocked by DHS student email accounts. If they have a personal email, please put that instead.**

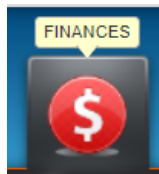
4. Once done with your child’s information, click the blue “Add New Adult”.
5. If a lot of your child’s information is similar to yours, you may copy their information to your profile by clicking “ Copy Dotted Fields From Students?” button.
  - a. In order to receive email correspondence each week, you must at least have an email address put on your profile.
  - b. You can also select your relation to your child.
  - c. Select the green “Update” button at the top right of the screen
  - d. To add more adults, select “Add New Adult”. Repeat these steps.



### **How do I pay a bill on Charms?:**

One of the convenient things about Charms is the ability to pay fees online rather than cash or check.

1. At the top of your home screen, there is a red circle with a dollars sign. This is the “Finances” section.
  - a. Here is what it looks like:



- b.
2. You will be directed to a screen that will show what you owe for various items and activities. When ready to make a payment, you will select “Make Miscellaneous Payment” (for band fees, gloves, shoes, etc).
  - a. When Pay Pal opens, enter amount, description (band fees, gloves, shoes) and the green Start Payment button.
  - b. Select Pay with Credit or Debit Card or use your PayPal account



**Please Print or Screen Shot**  
**this page to remember**  
**signing in to Charms**

1. Website: **www.charmsoffice.com**
2. School Code: **daltonband**
3. Student ID/First Time Logging on  
(write below):
  - a. \_\_\_\_\_
4. Password created:
  - a. \_\_\_\_\_