**How To Access Choral Student Finances**

**And Parent Information**

\*Charms\*

This year the Ardrey Kell Choral Department will continue using Charms. Charms gives you access to your student’s choir account at any time and also helps us to communicate important program information more efficiently. In order to fully maximize the benefits of Charms, ***every family should follow the instructions below and complete your student’s contact information*** within the program. Please complete this process by Friday September 7 and return the signed form to Ms. McFarland.

* Log on to [www.charmsoffice.com](http://www.charmsoffice.com) (Bookmark this page! You’ll use it often!)
* Locate the “Parent/Student Login” section of the web page.
* Enter the school code: **ardreykellchoir**
* Access your student’s personal and financial records by entering the student password, his/her **Student ID**. Your child should already know this number *(“8XXXXXX”)*, but it can also be found on a recent report card and student ID).
* This will bring up the main parent page which features public information and buttons to access the choir calendar, choir handouts, Ms. McFarland’s web site, and Ms. McFarland’s email.
* The student section contains buttons that access additional, personal information including Finances, Personal Info, and Change Password. “Finances” allows you to track your student’s account balance including amount owed for Choir Fees, amounts earned from fundraisers, and payments applied. Note that you can print receipts for individual payments by clicking the “R” next to that item.
* Please click on “Change Password” to create a unique password upon initial login. We won’t have access to your new password, but we can reset your password at any time if it is misplaced or forgotten.
* **Please click on the “Personal Info” button and verify/update all contact information.** Make sure you click the **“update”** button before leaving this screen. Once you have completed this process you may exit the charms program.

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Student Name

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Parent Signature

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Date

*If you have any questions please contact Ms. McFarland directly.*