

# CHARMS DIRECTIONS

The directions for accessing the CHARMS Web Site and the Student / Parent Information and Individual Student Account Statements within CHARMS are provided below. If you have any questions or problems accessing CHARMS, please e-mail Mr. Carron ([matthew.carron@boone.kyschools.us](mailto:matthew.carron@boone.kyschools.us))

## I. Accessing CHARMS Web Site

- A. Go to [www.charmsoffice.com](http://www.charmsoffice.com)
- B. Locate and click **ENTER** at the right end of the top Menu Bar
- C. Enter School Code: [RyleHSBand](#) in the bottom entry field under PARENTS / STUDENTS / MEMBERS & Click "Enter Student/Parent Area" Button
- D. Enter Student Area Password: which is your Infinite Campus 10 Digit Student State ID# (i.e. [194.....](#)) & Click "Enter" Button
- E. If your initial Login attempt is unsuccessful you may get a CHARMS error page with directions on how to reset your browser to make it compatible for CHARMS. Please follow and complete the directions to see if it resolves your access problem before contacting Matt.

## II. Accessing Individual Student Information in CHARMS

### A. Verifying and Updating Student / Parent Information in CHARMS

1. Access CHARMS Web Site as outlined in I. A. – D. above.
2. Locate and Click "Student Info" (2nd from Bottom in List on Right Side Menu Bar)
3. PLEASE review and make any necessary revisions or add information ASAP!! Make sure the STUDENT information is entered at the top of the page and the PARENT information is entered at the bottom of the page.
4. If you make any revisions or additions you MUST click the "UPDATE" Button at the top of the Student information section.
5. If you have multiple students in the Band Program, you must access each student separately and complete any revisions / additions.

### B. Accessing Individual Student Account Statement

1. Access CHARMS Web Site as outlined in I. A. – D. above.
2. Locate and Click on "Finances" (Top of List on Right Side Menu Bar OR Large \$ Button on Left Side of Page)
3. Your students Statement with the Balance Forward effective 12/31/2008 (if any) and all student fee payment activity since 1/1/2009 should open up. If you have multiple students in the Band Program, you must access each student separately to view each student's statement.
4. If you have any questions about the information shown on your statement, please contact Pam Ollier ([Pam.Ollier@Boone.kyschools.us](mailto:Pam.Ollier@Boone.kyschools.us)).