

## How to access parent/student information in Charms

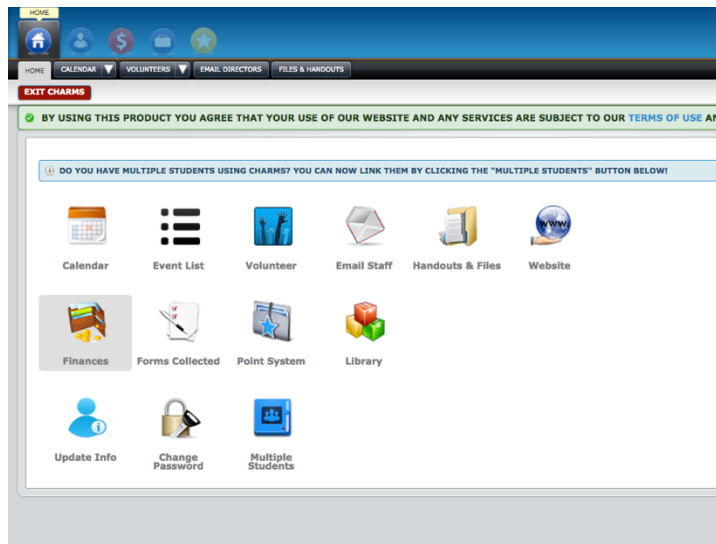
- Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click “ENTER / LOG IN” in the upper right corner.
- Locate the “PARENT/STUDENT/MEMBERS LOGIN” section of the web page.
- Login to your student’s program account using the following School Code:

\_\_\_\_\_ Marcustheatre \_\_\_\_\_

- This will bring up the main “Public” page. This will allow you to look at the “public” calendar for your organization, event list, and handouts and other “publicly shared” files, as well as a few other options.
- The first time you go here, enter your child’s ID NUMBER into the **Student Area Password** field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a “hint” as well.
- Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account.
- Two areas in which you can help the director/administrator maintain his/her records:
  - **Update Personal Information** –help make changes to your and your child’s student information page (such as updating phone numbers / cell carriers and email addresses if they change) to help them communicate with you more effectively. Click **Update Info** to save changes.
  - **If your program has set up online credit card payments, you can make credit card payments for fees, trips and deposits to your student’s account.** Click **Finances** -- will see blue buttons in the four main areas of the financial statement indicating your ability to make online payments. Follow these visual prompts to make a payment in CHARMS:

### **PAYING FIXED FEES SUCH AS BOOSTER OR SHOW FEES:**

1. After logging on, you will see the following screen. Click on the Finances icon.



2. You will see Booster Club fee is already set up as a Fixed Payment. Click the gray toggle beside PayPal until it turns blue then click Pay Fixed Payments.

Student Financial Statement

Trip Ledger Balance Credit	0.00
Fixed Payments Due	60.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
<b>TOTAL BALANCE DUE</b>	<b>\$ 60.00</b>

There are no scheduled trips for this student

Student Fixed Payment Detail **Pay Fixed Payments**

Paid Date	Items	Amt.	Paid By	Dep. Num
not paid	Early Booster Membership	60.00	<input type="checkbox"/> PayPal	
<b>Total Fixed Payments Due</b>		<b>\$60.00</b>		
<b>Total Fixed Payments Paid</b>		<b>\$0.00</b>		
<b>Total Unpaid Fixed Payments</b>		<b>\$60.00</b>		

There is no Fundraising Activity

There is no activity in the Student Miscellaneous Ledger. [Make Miscellaneous Payment](#)

3. The next screen will show the amount you will Pay and then connect to your personal PayPal account to complete payment. \*Please note: there is a 3% convenience fee for online purchase.

FOR EXTRA SECURITY, CLOSE THE WEB BROWSER AFTER MAKING YOUR PAYPAL PAYMENT.

**PayPal** Pay Through PayPal

60.00 -- Early Booster Membership

**Fixed Payments to Pay**

**Total to Pay: \$ 60.00**

**Additional Donation: 3%**

[Start Payment](#)

**NOTE: A CONVENIENCE FEE HAS BEEN ADDED TO THIS CHARGE.**

4. After you have completed and authorized PayPal to make your payment, you will be directed back to CHARMs with a confirmation statement.

**Paid: Fixed Payment Items**

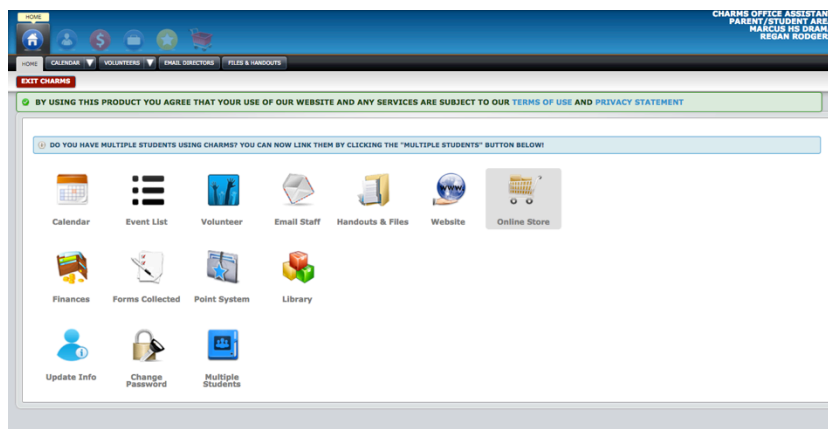
**PAYPAL PAYMENT SUCCESSFUL**

Thank you for your Fixed Payment Items of \$60.00 for Regan Rodgers at Marcus HS Drama.

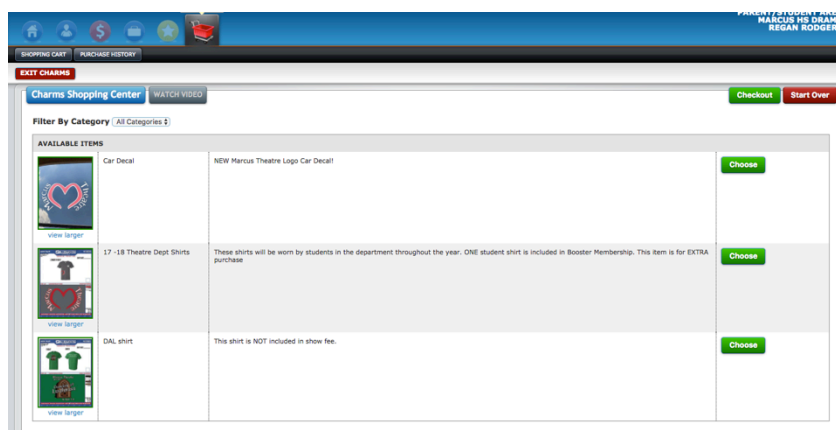
A receipt for your payment has been emailed to you and the payment has been posted to the student's Fixed Payment Ledger.

## PURCHASING SHOW SHIRTS, EXTRA THEATRE SHIRTS, AND CAR DECALS:

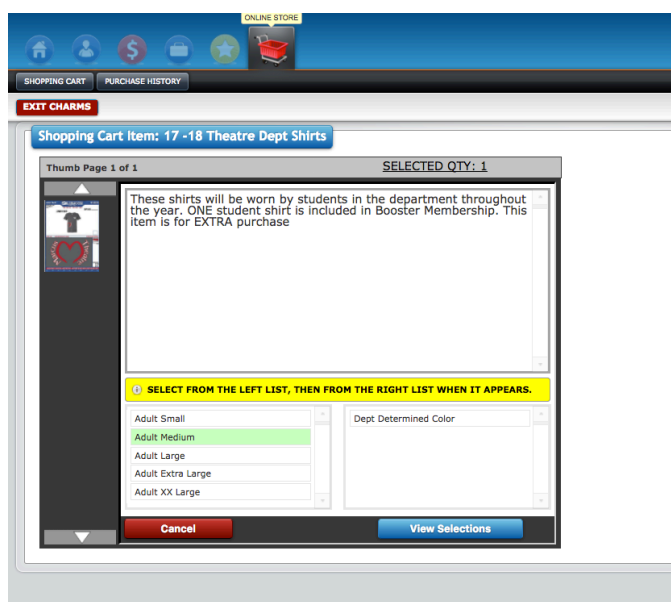
1. On your students home screen, click on the ONLINE STORE icon.



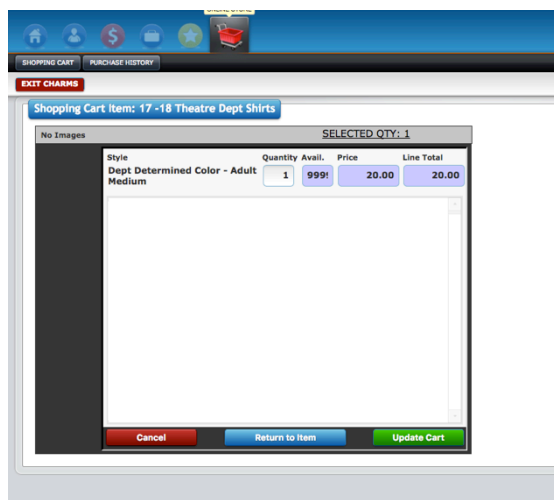
2. You will be given a list of current items for sale. *Show shirts will ONLY be sold prior to current shows so order ASAP. NO REORDERS will be made.*



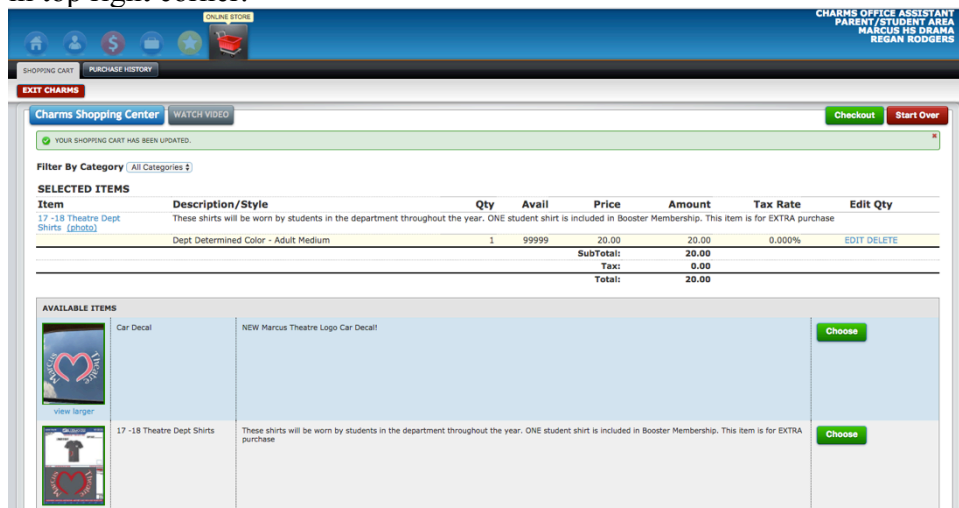
3. Follow the directions in YELLOW. First click on the right column (sizes for shirts) then left (default – dept. determined color), then View Selections. \* Car Decal right column will “no size.”



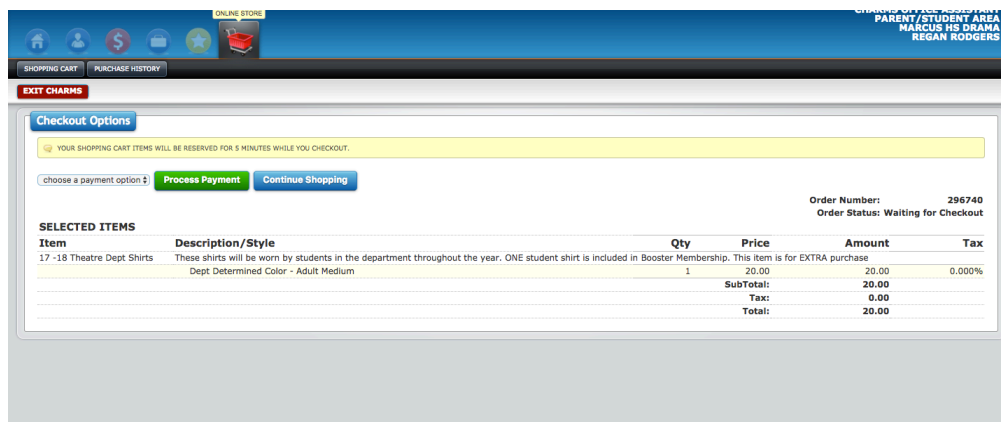
- Choose the quantity you would like to purchase then click Update Cart.



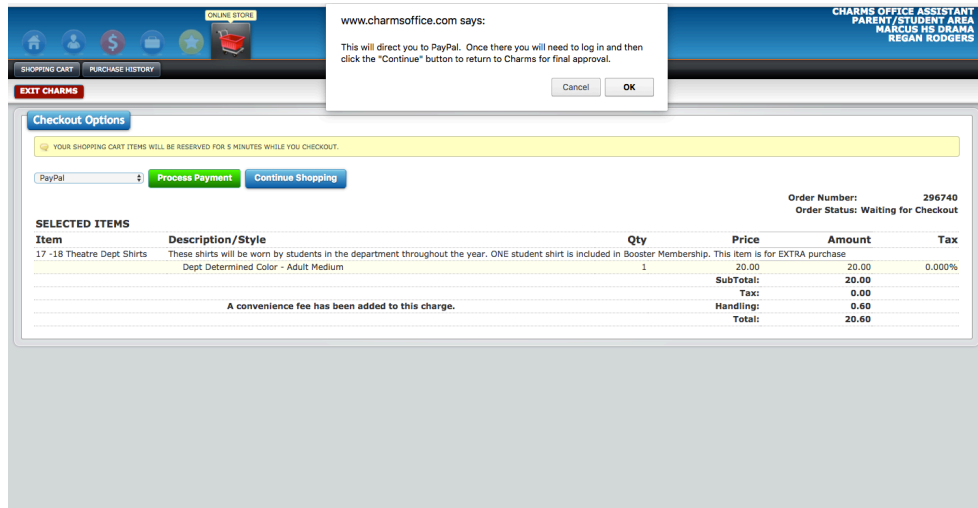
- Your shopping cart will be updated and you will be allowed to shop more or click Checkout in top right corner.



- On Checkout options page, click Paypal in the Choose a Payment pull down then Process payment. *\*Please remember there is a small convenience fee for online payments.*



- You will then be directed to your Paypal page to complete payment, then returned to CHARMS for your confirmation of purchase.



- You can also download the Charms App to your smartphone – search your App Store for “Charms Parent/Student Portal” (or “Charms Blue”). It’s the way to stay in touch on the go!

IF YOU HAVE ANY QUESTION REGARDING CHARMS please contact Jennifer Rodgers at [rodgersj@lisd.net](mailto:rodgersj@lisd.net).