



Champaign Central High School
Music Programs



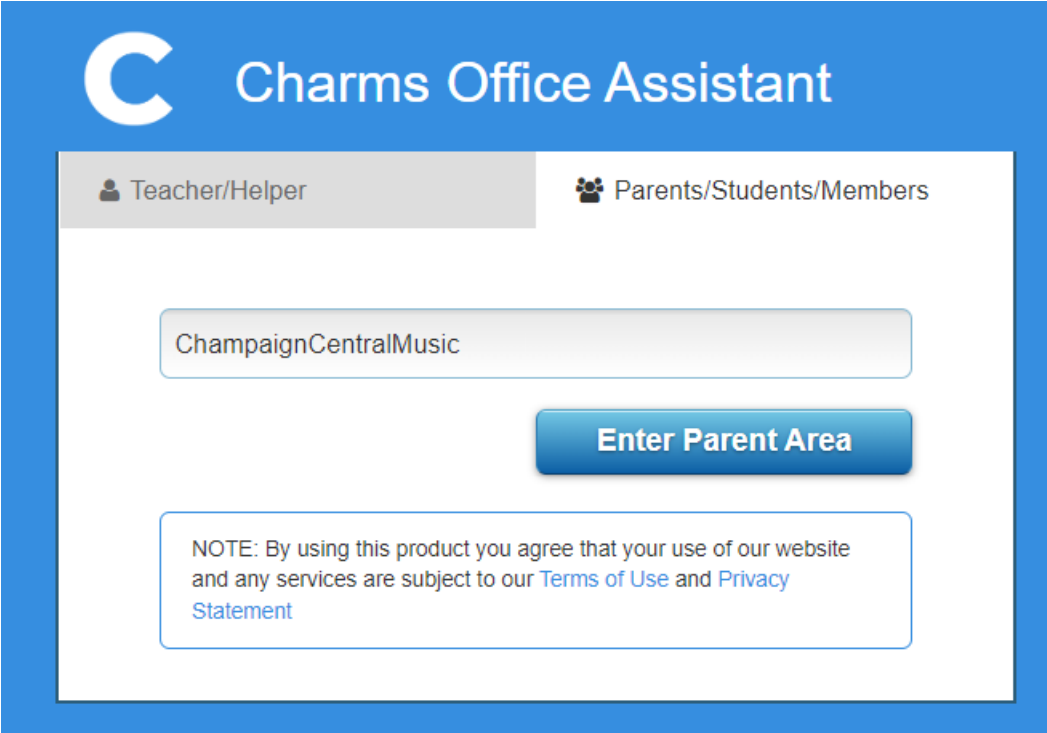
How to access parent/student information in Charms

- Go to <http://www.charmsoffice.com>, and click “**LOGIN**” in the upper right corner.



- Click on the “**Parents/Students/Members**” tab.
- Enter the following School Code and click on “**Enter Parent Area**”

ChampaignCentralMusic




- This will bring up the main general Public page.

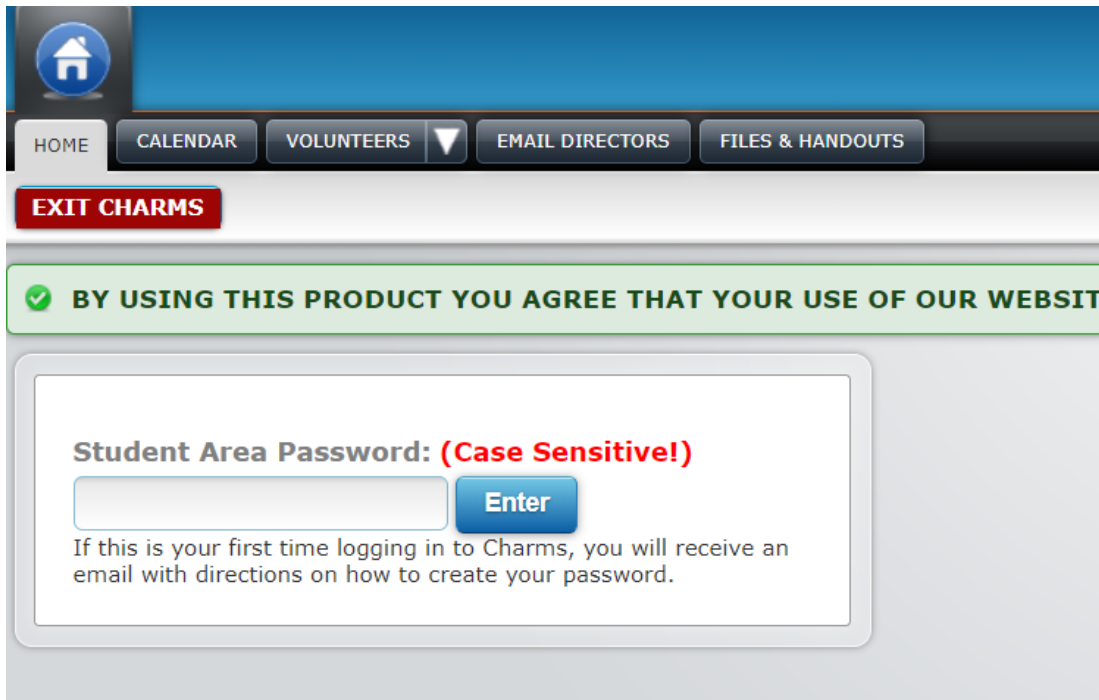
NEW - Please note, the password reset/initial login process has changed.

Parents/students will no longer use their Student ID when logging in for the first time. You will now enter the **Student School Email**, which has been defaulted into each student's Charm account.

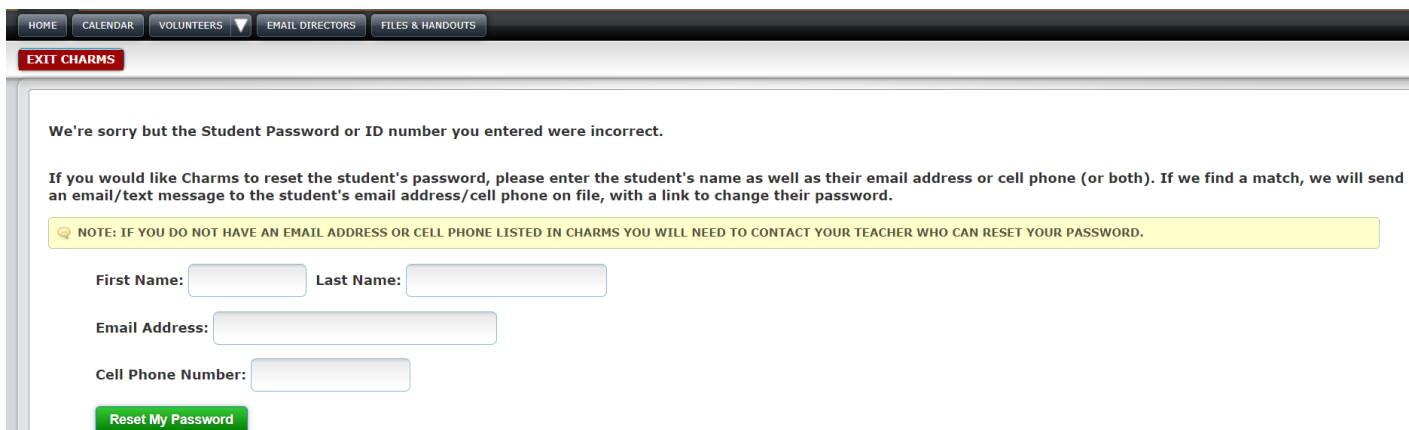
You will then be sent a secure email with a password reset link and be prompted to create a password. Then go to the parent/student portal to create a new password to log into the Charms account. **This is a shared password between students/parents as there is only one account to access each student.** This applies to password resets as well.

First Time Users and Password Resets:

- For First Time Users, at **Student Area Password**, type **12345678**, and click .
- For Password Resets, you will also see the same screens below. Follow the same instructions below (after attempting incorrect password).



- Fill in the Student's **First and Last Name**, **STUDENT email address**, and then click **Reset My Password**



- **First Time Users** will then be sent a secure email (to the **STUDENT email address**) with a password reset link and be prompted to create a password. For **Password Resets**, a secure email will be sent to both the student email and any adult emails on file.
- From here, create and confirm your new password. Remember, this will be shared between students and their parents, as each student has ONE account.

ⓘ PASSWORD MUST BE A MINIMUM OF EIGHT CHARACTERS LONG, INCLUDE ALPHA AND NUMERIC CHARACTERS AND ONE CAPITAL LETTER. SPECIAL CHARACTERS ARE NOT ACCEPTABLE.

Enter your new password:

Confirm your new password:











[Reset password](#)

- You will then come to the main menu.

EXIT CHARMS

✓ BY USING THIS PRODUCT YOU AGREE THAT YOUR USE OF OUR WEBSITE AND A

ⓘ DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLI

 Calendar	 Event List	 Volunteer	 Email Staff
 Finances	 Forms Collected	 Inventory Uniforms Library	
 Update Info	 Change Password	 Multiple Students	

- Please also go to “**Update Info**” and then click on **Add New Adult** to add parent emails to start to receive Charm emails.



- You can also access “**Finances**” to see student balance.

Student Financial Statement

Trip Ledger Balance Credit	0.00
Fixed Payments Due	50.00
Fundraising Balance Credit	0.00
Miscellaneous Balance Credit	0.00
TOTAL BALANCE DUE	\$ 50.00

There are no scheduled trips for this student

Student Fixed Payment Detail

Paid Date	Item	Amt.	Paid By
7/1/2022	2022-2023 Marching Band participation fee	100.00	G-Check Paypal
not paid	2022-2023 Jazz Band participation fee	50.00	
Total Fixed Payments Due		\$150.00	
Total Fixed Payments Paid		\$100.00	
Total Unpaid Fixed Payments		\$50.00	

- Please note that if you have Credit, please email treasurer.maroonbands@gmail.com if you would like to apply that toward any fees.