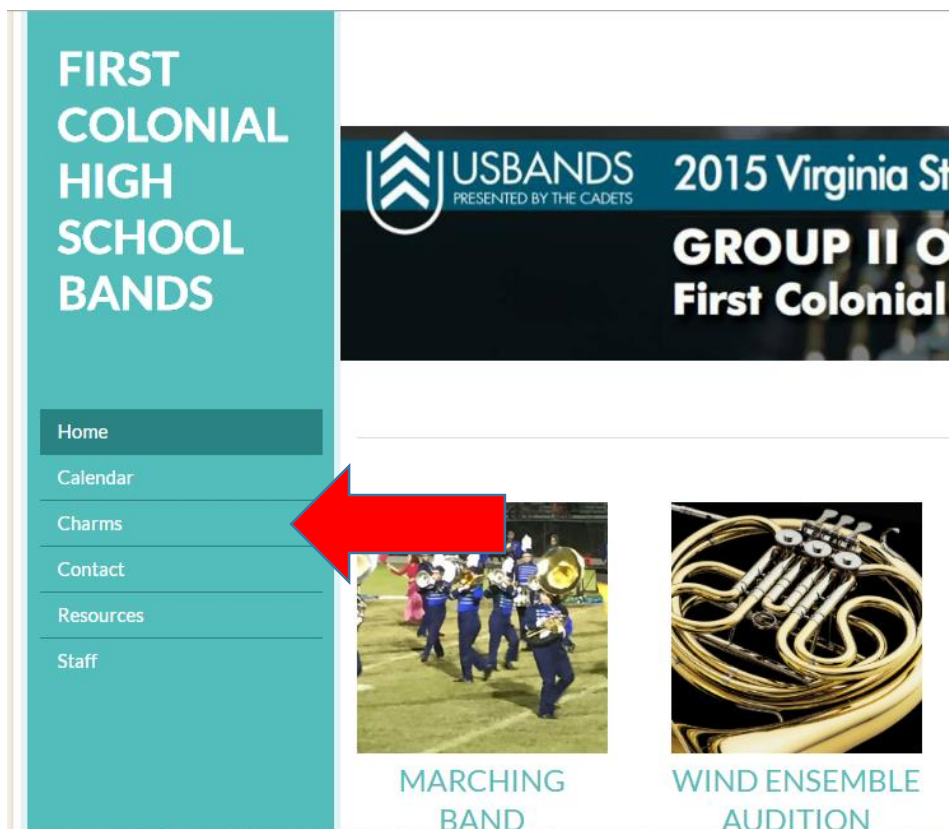


# Charms Office Login Instructions

1. Go to [www.fcband.org](http://www.fcband.org). Click on the CHARMS tab.



2. Click on the "Student/Parent Login" button.

## CHARMS OFFICE ASSISTANT

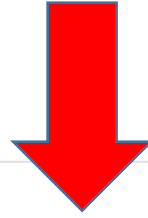


The First Colonial High School Band Program uses the CHARMS Office Assistant to handle many important tasks including: maintaining the band calendar, playing assessments, volunteer sign-ups, finances/student payments, communication, and a variety of other tasks. If you have not registered or forgotten your CHARMS ID, please contact Mr. Walker.

Login Instructions

Student / Parent Login

3. Scroll down to the “Parents/Students/Members” section. For the school code, enter “FirstColonial”.



**PARENTS/STUDENTS/MEMBERS**

Please enter your school code:

[Need School Code? - Click Here](#)

4. You are now able to view the Public Calendar (note: most events are not on the Public Calendar, you must log in to see specifics for your ensembles), access forms, & contact us. To access the Student/Parent area, enter your password in the box. The first time you enter this area, use the ID given to you by Mr. Walker. You will then be prompted to change your password/ID.

HOME

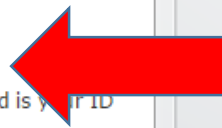
HOME CALENDAR VOLUNTEERS EMAIL DIRECTORS FILES & HANDOUTS FIND MUSIC

**EXIT CHARMS**

**Student Area Password: (Case Sensitive!)**

If this is the first time you have logged in to Charms, your password is your ID number.

Public Calendar    Email Staff    Handouts & Files



## 5. You now have complete access to your CHARMS account.

The screenshot displays the CHARMS web application interface. At the top right, the user's role and school are identified: CHARMS OFFICE ASSISTANT, PARENT/STUDENT AREA, FIRST COLONIAL HIGH SCHOOL BAND, LUKE WALKER. A navigation bar below the header includes links for HOME, CALENDAR, VOLUNTEERS, EMAIL DIRECTORS, FILES & HANDOUTS, and FIND MUSIC. A red button labeled "EXIT CHARMS" is positioned on the left side of the main content area.

A light blue banner at the top of the main content area contains the following text: "DO YOU HAVE MULTIPLE STUDENTS USING CHARMS? YOU CAN NOW LINK THEM BY CLICKING THE 'MULTIPLE STUDENTS' BUTTON BELOW!".

The main content area features a grid of 15 functional icons, each with a corresponding label below it:

- Calendar
- Event List
- Volunteer
- Email Staff
- Handouts & Files
- Finances
- Forms Collected
- Absences
- Point System
- Inventory Uniforms Library
- Instrument Insurance
- Recording Studio
- Practice Logs
- Update Info
- Change Password
- Multiple Students