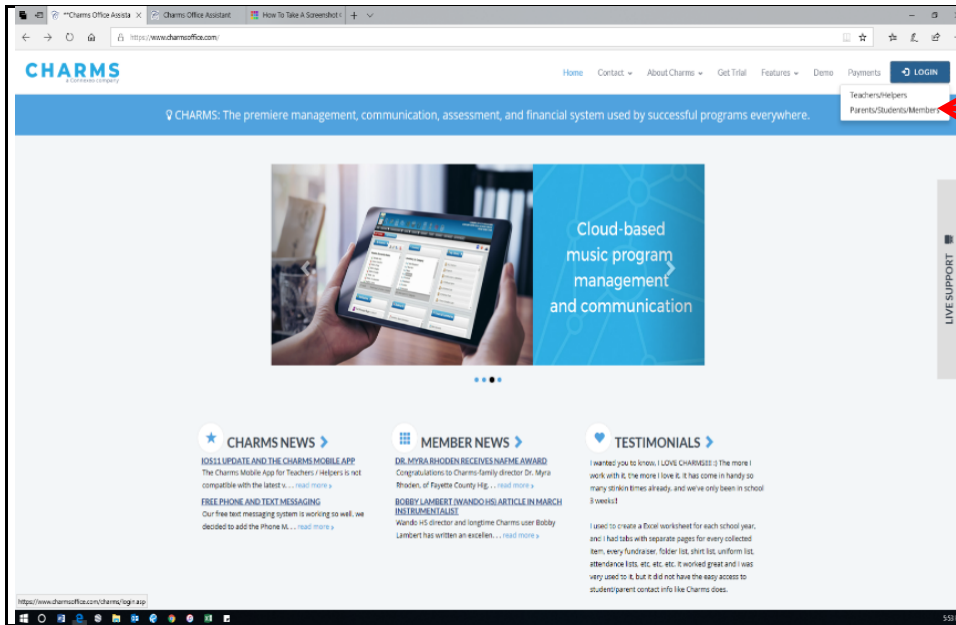


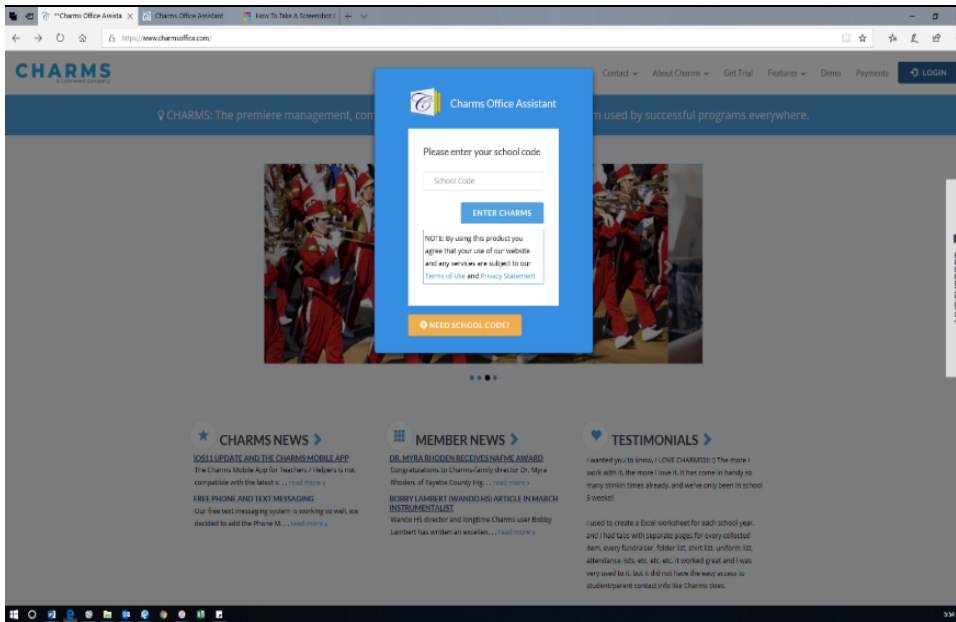
# Charms User Guide

Charms Defined: A web based band management platform. At this time HRHSBB uses only the communication, financial and student information capabilities of this system. Each student has an file established that can be accessed to review their financial statement and update contact information

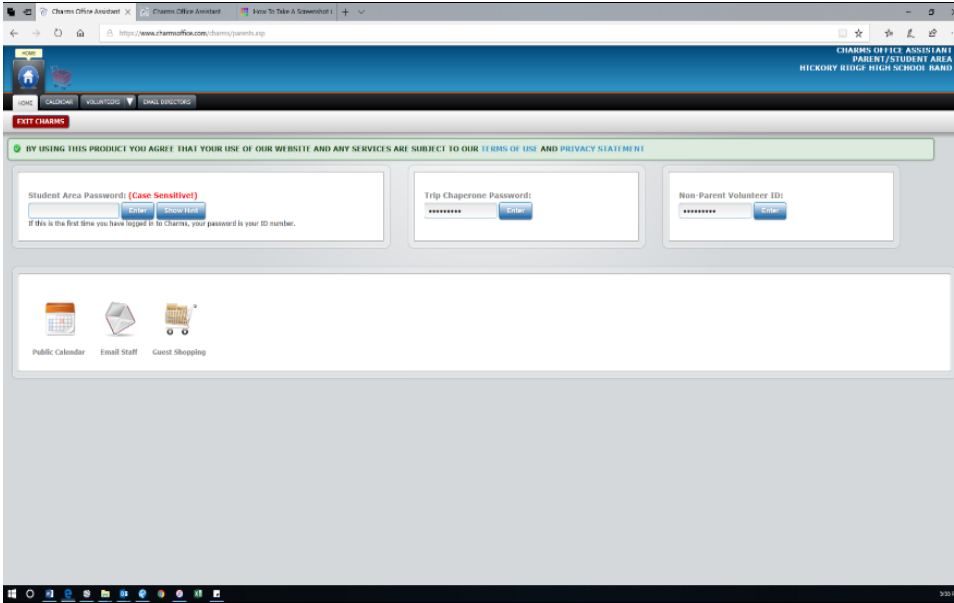
[www.charmsoffice.com](http://www.charmsoffice.com)



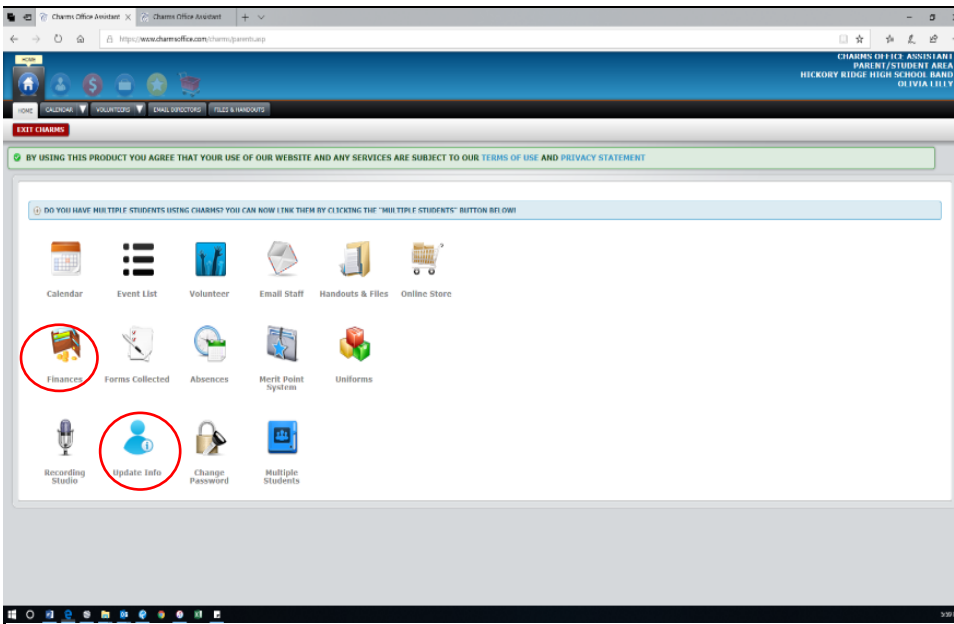
Login using the Parents/Students/Members option.



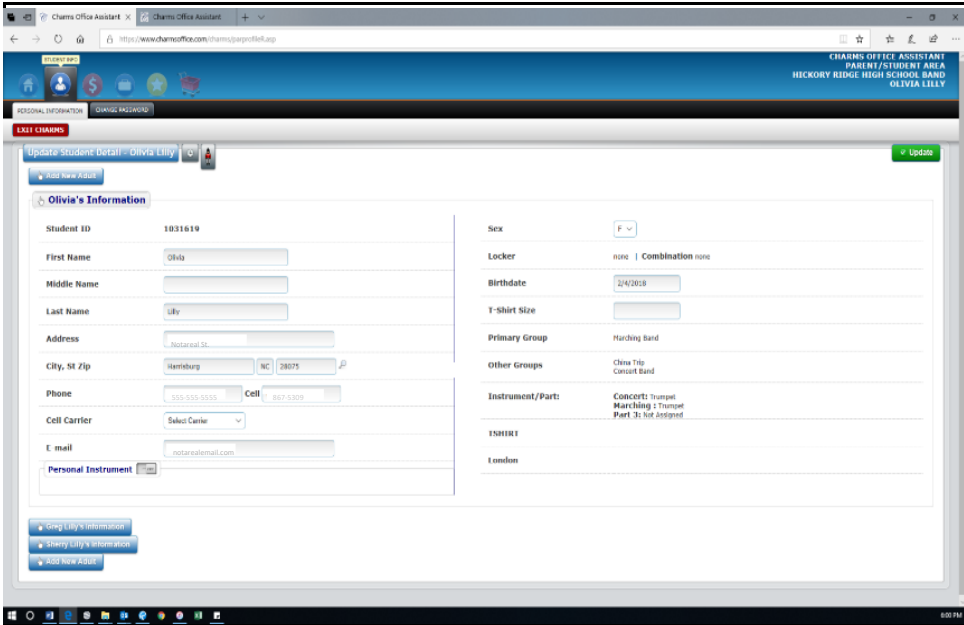
Our school code is **HickoryRidgeHSB**. You can also look this up using the search feature



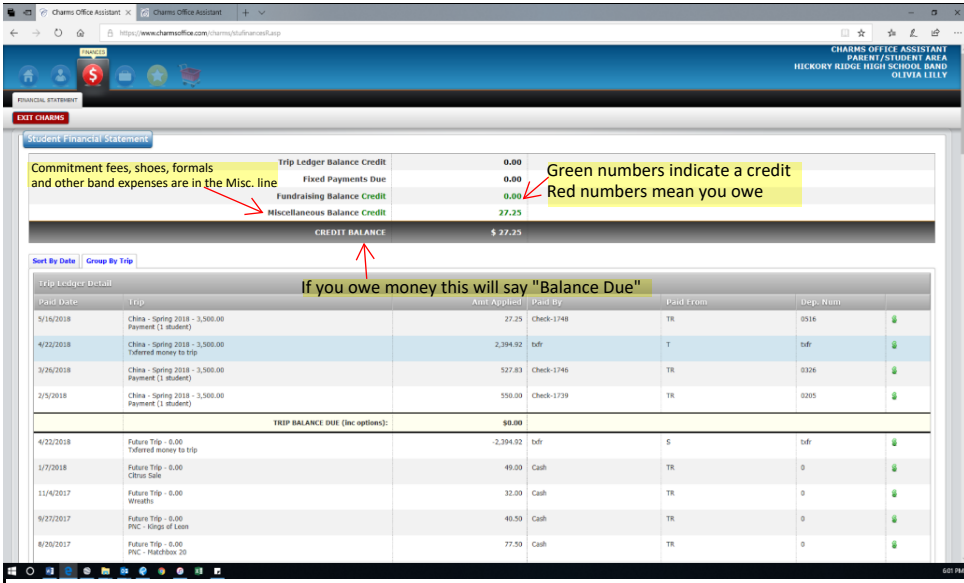
The first time you log in the password is your students school ID No. You will be prompted to change the password at this time. Students that did not provide the ID on the commitment forms were assigned a generic number to their name for the password. If you have trouble please contact a Board member for assistance



Once the password is changed you will see this screen. We use the Finances and Update info icons



Using the update info icon you can keep the student and parent contact information up to date.



Using the finances icon you can view your students financial statement.