

How to Log On to **CHARMS**

School Code: CentervilleHSChoir

Student Area Password: Your student's Centerville school id

Step 1 Go to www.charmsoffice.com.

- Step 2
- **Hover** the mouse over the “ENTER/LOGIN” link at the upper right.
 - If you **hover** on this link, you can select “PARENT/STUDENTS/MEMBERS” from the sub-menu.
 - On the next screen, enter **CentervilleHSChoir** where it says “Please Enter Your School Code:”
 - Click the blue button that says “Enter Charms.”

or

- **Click** on the “ENTER/LOGIN” link at upper right.
- If you **click** on this link, you’ll go to another screen. Look at the bottom portion of the screen labeled “PARENT/STUDENTS/MEMBERS.”
- Type **CentervilleHSChoir** where it says “Please enter your school code:”
- Click the green button that says “Enter Student/Parent Area.”

Step 3 On the next screen, enter “Student Area Password”, which is your child’s Centerville School id.