



# How to log-in to Charms



## Initial Charms Log-in:

### Step 1

Go the Charms website (link below)  
( <https://www.charmsoffice.com/charms/plogin.asp> )

### Step 2

Enter the School Code: thsband

### Step 3

Enter your Student Area Password: S#####

Please make sure the "S" is capitalized and followed by a six digit number. Most students have this number memorized for testing purposes. If you need this number, please contact a director.

### Step 4

You will be prompted to create your own password (and hint) after you initially sign-in. Please make sure to write this down somewhere. Also, you will want this password to be shareable by anyone who needs access to this account.

### Step 5

Explore Charms. Make sure you click the green update button when you change anything or your information will not be saved.