

Charms Office Login Instructions

1. Go to www.charmsoffice.com
2. Click “Enter/Login” in the upper right hand corner
3. Scroll down to Parent/Student/Members login
4. Enter “HighlandChoirs” in the school code box. Click enter.
5. From here, if you have an existing account, you can enter your “Student Area Password”.
 - a. If you have forgotten your password, you can reset your password by entering your name and school email address.

If you are a new choir member
who does not yet have an account setup:

1. Within the next week you will receive an email to your school email address asking you to select a password and set up your account.
2. You will have 24 hours to create your password to set up your account.
3. Save your password!! I can send you a link to reset your password, but I do not have access to what it is.