

Directions For Combining Students on Charms

There are directions for how to link multiple students once a parent is logged in to the students Charms account and presses the multiple student button. The app will not allow for multiple student login. If a parent is using the app, they will need to login to each student separately.

1. Visit www.CharmsOffice.com and select the “Enter” option on the right side of the screen
2. You will login using the student/parent login area
3. Enter the school code
4. Enter the first student’s password
5. Select the “Change Password” button
6. Change the password to something you will remember (each student will need a different password)
7. Log Out
8. Login to the next students Charms account
9. Select the “Change Password” button
10. Change the password to something different than what you just changed the first one to. They cannot be the same.
11. Select the “Multiple Students” button
12. Follow the prompts on the screen