

# How to Log Into CHARMS

Download the App! It's Free!

Go to your Smartphone App Store and search Charmsoffice. Open it and continue with step 3 below!

- ♪ Access [www.charmsoffice.com](http://www.charmsoffice.com)
- ♪ Go to: ENTER, click on Parents/Students/Members.
- ♪ Type: pearcehsc
- ♪ Enter Student ID # in the Student Area Password (if your number begins with 0...you DO need to include that).
- ♪ Click on: Personal Information button.
- ♪ Enter all student info or, if you are already in the system, check ALL information to make sure it is correct. After that, click on tabs below and do the same with parent information.
- ♪ Press UPDATE button (on upper right hand corner) to save the information

Check this site often for downloading forms (that were handed out in class), for the PHS Choral Department Calendar, for updated information on how much you have earned for the trip, etc., etc., etc.!