



If this is your first time logging-in to Charms Office Assistant, complete the following:

- Go to <http://www.charmsoffice.com>
- Scroll over **Enter / Log-in** and select **Parents/Students/Members**
- Enter the school code: **passagemusic**
- Enter your **NNPS Student ID number** as your password the first time only
- The system will then ask you to create a new password. This password must be unique from all other student passwords. If you create a password similar to another student, you will need to select a different password. In this case, your "Old Password" is still your NNPS ID number.
- Once you are in the system, select the **Student Info** icon at the top of the page. Then select the **Personal Information** button. Make sure all information is accurate and change anything that is incorrect. Please fill in any missing info.
- If you need help, or have any questions, please visit <http://passagemusic.org>.