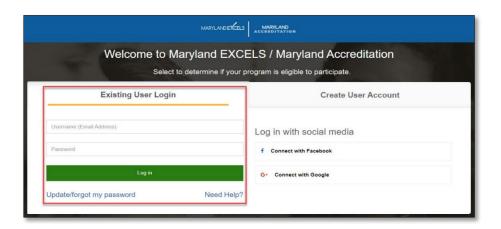# MARYLAND EXCELS

Accessing Your Maryland EXCELS Printable Checklist

The Maryland EXCELS system includes printable checklists unique to your program's progress. The checklist automatically updates and will help you to quickly identify where you are and what is still needed to meet the requirements for the next quality rating level.
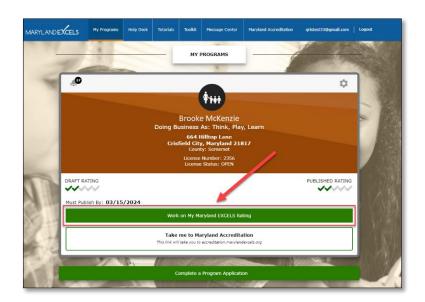

STEP 1

Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

If you have misplaced or forgotten your password, select **Update/forgot my password.**

STEP 2

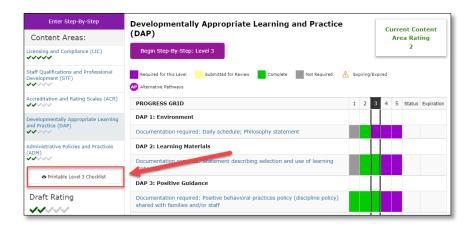Select **Work on My Maryland EXCELS Rating**.

STEP 3

Select **Printable Checklist**.

In this example, the program is working to meet the requirements for a draft rating of 3.

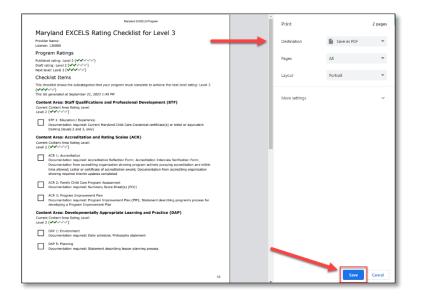Your checklist will reflect the next level that your program is working to achieve.

STEP 4

When your checklist appears on your screen, select **Print**.

Note: You also have the option to save your document by selecting the **Destination** dropdown and choosing **Save as PDF**.

The checklist will be your guide to help you identify what is still needed to meet the requirements for the next quality rating level.

If you have questions about this process or are having trouble accessing or printing your Maryland EXCELS printable checklist, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.

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