Programs participating in Maryland EXCELS identify an individual as the Lead Contact for your Maryland EXCELS online profile. The Lead Contact is the individual who will receive all email and phone communications from Maryland EXCELS. Only the current Lead Contact can add a new Lead Contact to a program's profile. If you currently do not have access to the current Lead Contact's account, email info@marylandexcels.org for assistance.
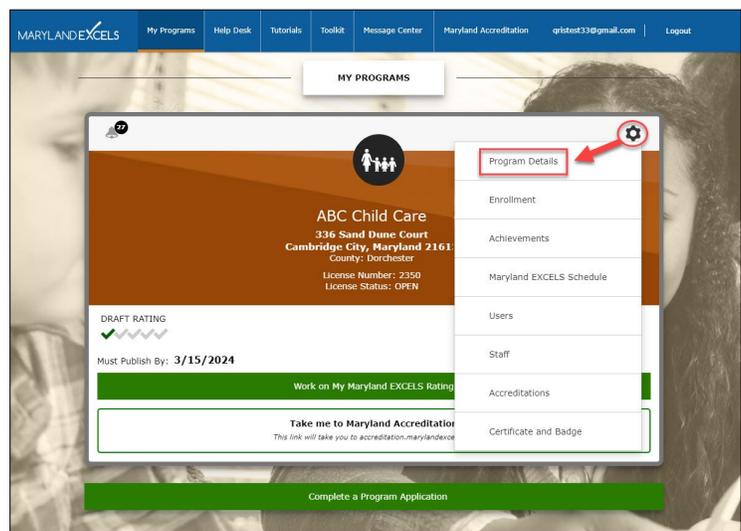
STEP 1

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

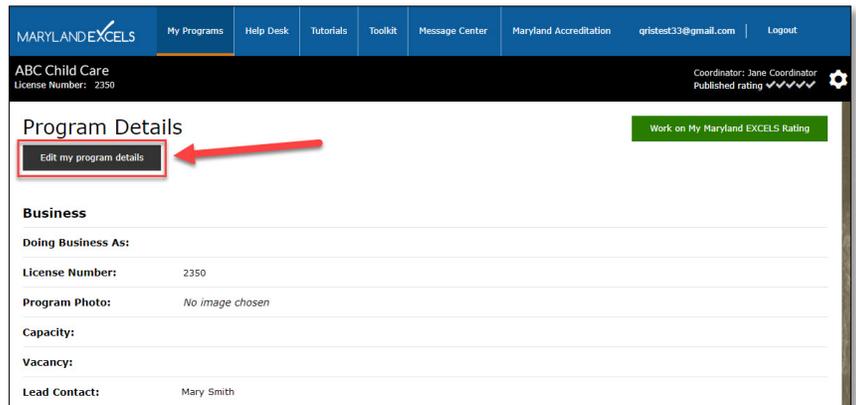If you have misplaced or forgotten your password, select **Update/forgot my password**.
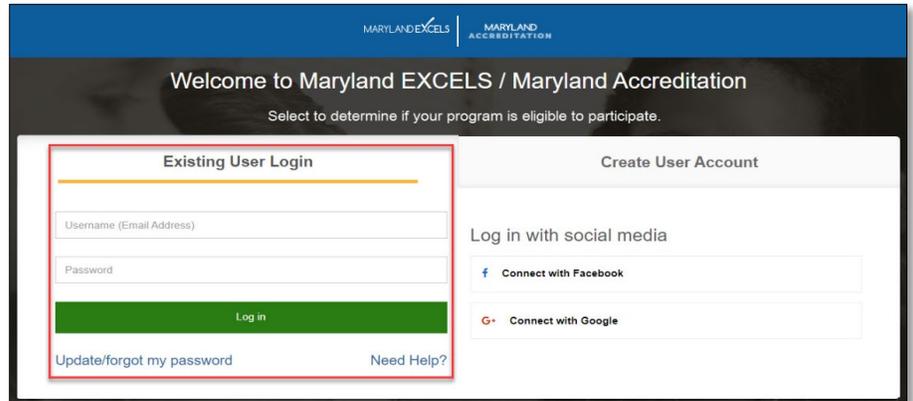
STEP 2

From your program card, select the **Program Menu** (⚙) icon, then select **Program Details** from the list of options.
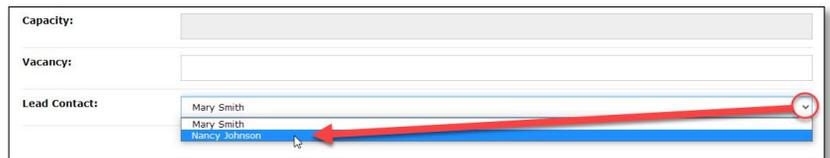
STEP 3

Select **Edit my program details**.

STEP 4

Select the down arrow (⌄) in the **Lead Contact** field. Then select the user you would like to designate as your Lead Contact.

Note: Only those individuals who are designated as account users will be listed as options for the Lead Contact role.

*If you need help inviting additional users,email info@marylandexcels.org.

STEP 5

Select **Save** to confirm your selection.

Lead Contact: Nancy Johnson

Contact information

Phone: 410-123-4567

Website: http://www.abcchildcare.com

Cancel   Save

If you have questions about this process or are having trouble updating your Lead Contact in the Maryland EXCELS system, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250

October 2024