MARYLAND EXCELS

Uploading Documentation and Submitting a Comment

Programs participating in Maryland EXCELS are required to upload documents that reflect the policies and practices of their program. Program users may also submit comments to support the uploaded documentation.

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 the Content Area, then select the Subcategory that you wish to work on.

Example:
Content Area = Developmentally Appropriate Practice

Subcategory =
DAP 3: Positive Guidance

STEP 4

Select **Add a New File**.

Note: Select **Link Existing File** to access files/documents that you have previously uploaded into the Maryland EXCELS system.

STEP 5

Select **Add file**.

Add a File

File: *

ADD FILE

📁 Add file

Maximum file size: 20MB

Label:

File Description (Optional):

Cancel   Save

STEP 6

Locate the document that you wish to upload on your computer. Select the file and then **Open.**

Tip: Save your documents in a digital format where it is easily accessible and identifiable.

STEP 7

Your selected file will be displayed on the **Add a File** screen.

You may choose to provide more information about the selected file by adding a Label or File Description. These fields are optional.

Select **Save**.

Add a File   ✕

File: *

ADD FILE

📁 Add file

Maximum file size: 20MB
Selected File: Family Handbook 2022-23.docx

Label:

[   ]

File Description (Optional):

[   ]

Cancel   **Save**

STEP 8

If you wish to submit a comment to support your uploaded document, select **Add a Comment.**

Documentation required: Positive behavioral practices policy (discipline policy) shared with families and/or staff

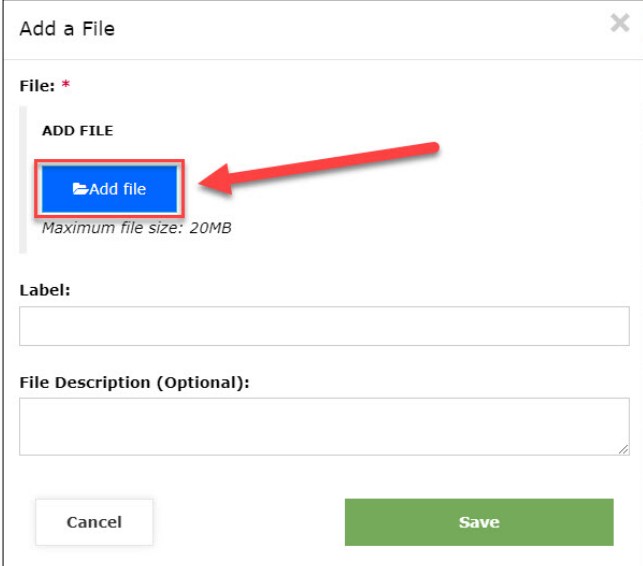| File	Label	Description	Upload Date	Actions
📄 Family Handbook 2021-22.docx			08/15/2021 08:43 am	
📄 Family Handbook 2022-23.docx			01/19/2023 04:05 pm	

Add a New File   Link Existing File

All documentation must reflect your program's current policies and practices.   Submit for review

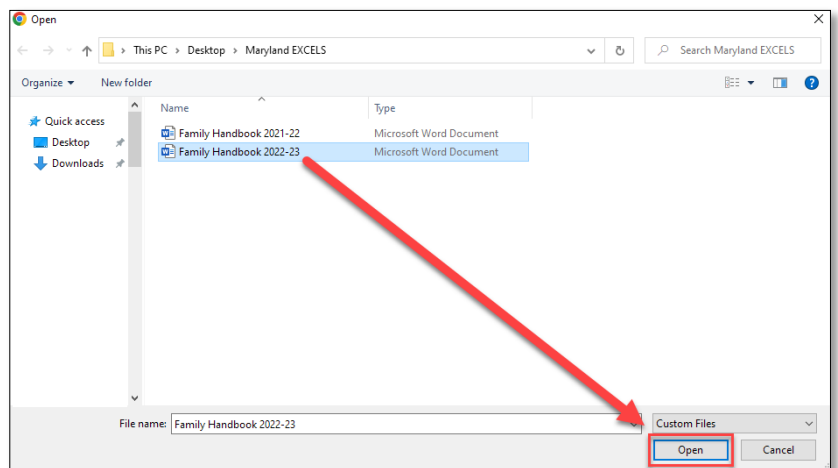**Technical Assistance Requests**   Request Technical Assistance

Comments (1)   Add a Comment

STEP 9

Type your comment into the text box, then select **Save**.

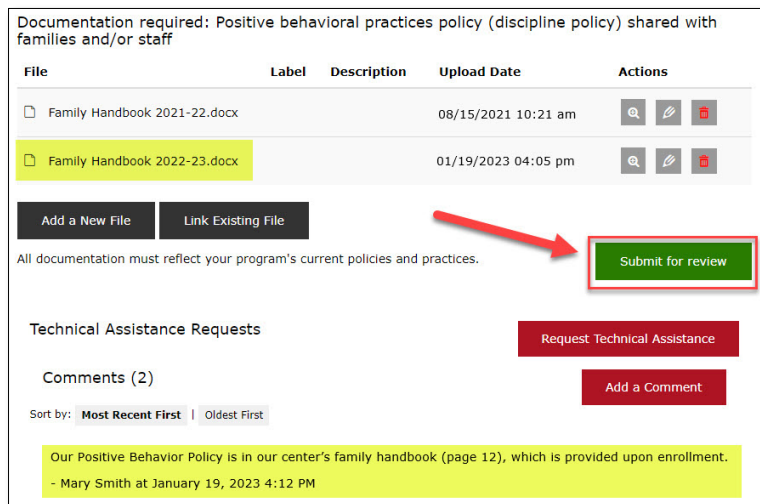**Add a Comment**   ✕

My Positive Behavior Policy is in my family handbook (page 12), which is provided upon enrollment.

Cancel   **Save**

STEP 10

After all required documentation is uploaded and your comment has been saved, select **Submit for review**.

Note: Documentation will be reviewed within 30 days of submission.

Documentation required: Positive behavioral practices policy (discipline policy) shared with families and/or staff

File	Label	Description	Upload Date	Actions
Family Handbook 2021-22.docx			08/15/2021 10:21 am	
Family Handbook 2022-23.docx			01/19/2023 04:05 pm	

Add a New File   Link Existing File

All documentation must reflect your program's current policies and practices.

Submit for review

Technical Assistance Requests   Request Technical Assistance

Comments (2)   Add a Comment

Sort by: **Most Recent First** | Oldest First

Our Positive Behavior Policy is in our center's family handbook (page 12), which is provided upon enrollment.
- Mary Smith at January 19, 2023 4:12 PM

If you have questions about this process and need assistance uploading documentation or submitting a comment in the Maryland EXCELS system, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.