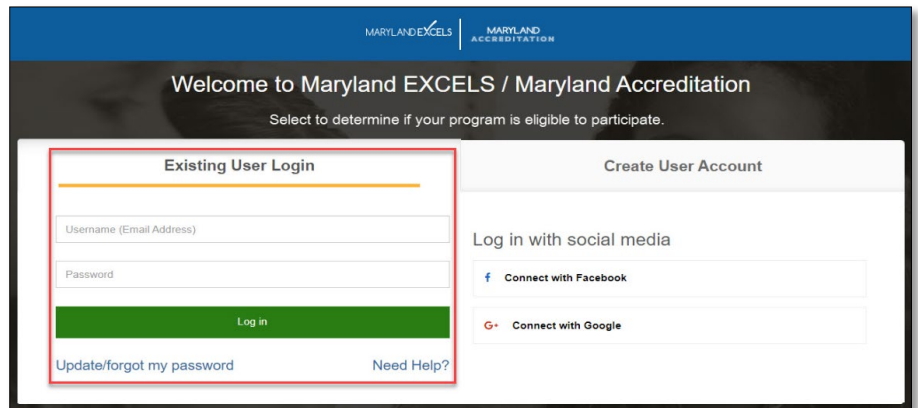


Programs participating in Maryland EXCELS may add a website address to a program online profile. A program's website address will appear in the Maryland EXCELS Find a Program Directory, along with the program's licensed name and contact information. Only the Lead Contact has access to adding or editing a website address.

STEP 1

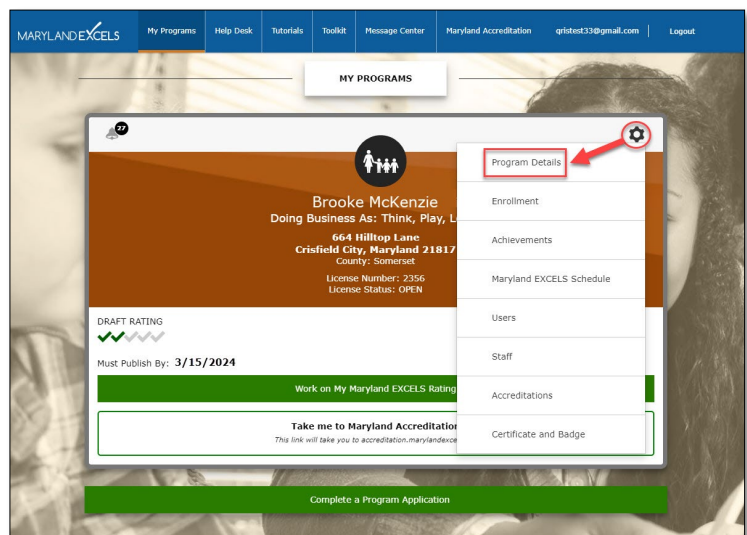
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

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 **Program Details** from the list of options.



STEP
3

Select **Edit my program details**.

The screenshot shows the 'Program Details' page in the Maryland EXCELS system. The page header includes the Maryland EXCELS logo and navigation links: My Programs, Help Desk, Tutorials, Toolkit, Message Center, Maryland Accreditation, qrlstest33@gmail.com, and Logout. The user is logged in as 'Think, Play, Learn (Brooke McKenzie)' with License Number 2356. The page title is 'Program Details' and there is a 'Work on My Maryland EXCELS Rating' button. A red box highlights the 'Edit my program details' button, with a red arrow pointing to it. Below the button, the 'Business' section contains the following information: Doing Business As: Think, Play, Learn; License Number: 2356; Program Photo: No image chosen; Capacity: (empty field); Vacancy: (empty field); Lead Contact: Brooke McKenzie.

STEP
4

In the **Website** field, enter the website address as you want it to appear in the Maryland EXCELS [Find a Program](#) directory.

Tip: After adding your website address to the **Program Details**, ensure that it is typed correctly and links successfully to your website

The screenshot shows the 'Edit my Program Details' form. The form is titled 'Edit my Program Details' and has a 'Work on My Maryland EXCELS Rating' button. The 'Business' section contains the following information: Doing Business As: Think, Play, Learn; License Number: 2356; Program Photo: PROGRAM PHOTO, Current Image: No image currently used, Program Photo button, Maximum file size: 50MB; Capacity: (empty field); Vacancy: (empty field); Lead Contact: Brooke McKenzie. The 'Contact information' section contains the following information: Phone: 410-999-9999; Website: www.ThinkPlayLearn.com. A red box highlights the 'Website' field, with a red arrow pointing to it. At the bottom of the form are 'Cancel' and 'Save' buttons.



Select **Save** to store your website address in the system.

Work on My Maryland EXCELS Rating

Business

Doing Business As: Think, Play, Learn

License Number: 2356

Program Photo: PROGRAM PHOTO
Current Image
No image currently used.
Program Photo
Maximum file size: 50MB

Capacity:

Vacancy:

Lead Contact: Brookie McKenzie

Contact information

Phone: 410-999-9999

Website: www.ThinkPlayLearn.com

Cancel Save

If you have questions about this process or are having trouble adding or editing your website address, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.