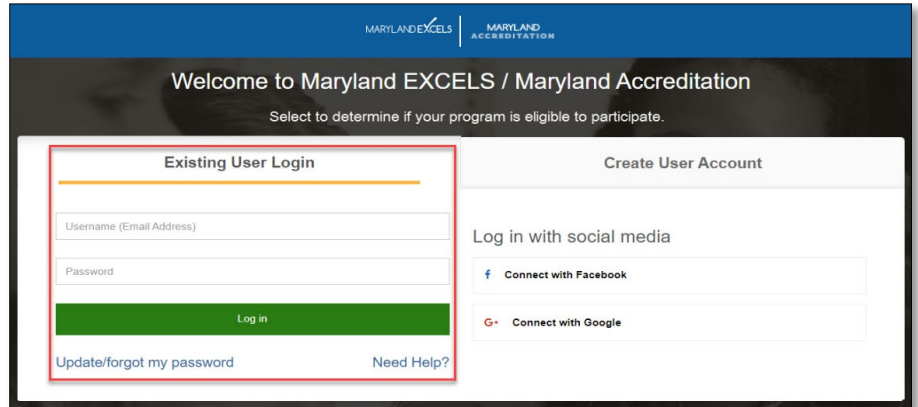


Programs participating in Maryland EXCELS may edit the phone number listed in your program online profile. The program's phone number should be the phone number associated with the business. This contact information will appear in the Maryland EXCELS Find a Program directory. Only the Lead Contact for the program has access to edit a program's phone number.

### STEP 1

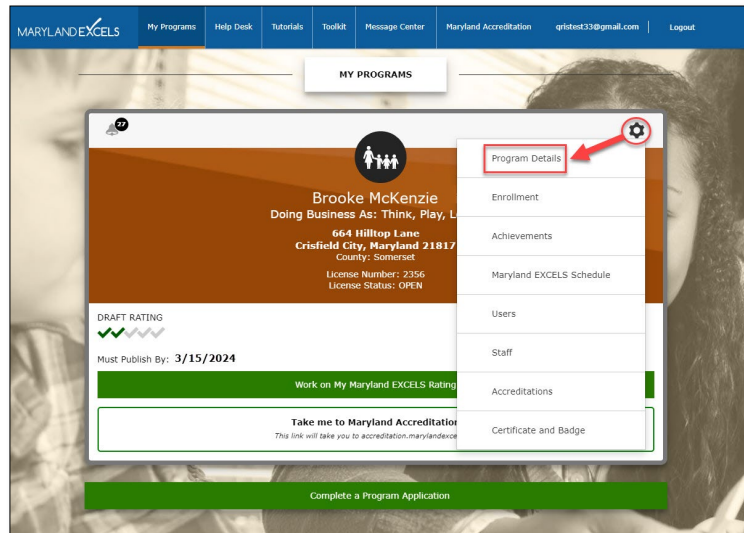
Access the Maryland EXCELS system at [excels.marylandexcels.org](https://excels.marylandexcels.org) and log in using the email address and password created during account setup.

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 for 'Think, Play, Learn (Brooke McKenzie)'. The page header includes the Maryland EXCELS logo and navigation links. The main content area has a title 'Program Details' and a green button 'Work on My Maryland EXCELS Rating'. Below the title is a button 'Edit my program details' which is highlighted with a red box and a red arrow. The 'Business' section contains the following information:

Doing Business As:	Think, Play, Learn
License Number:	2356
Program Photo:	No image chosen
Capacity:	
Vacancy:	
Lead Contact:	Brooke McKenzie

STEP  
4

In the **Phone** field, enter your program's phone number.

**Note:** The phone number will also be updated in the Maryland EXCELS [Find a Program](#) directory.

The screenshot shows the 'Edit my Program Details' form. The 'Business' section is pre-filled with the same information as in the previous screenshot. The 'Contact information' section has the following fields:

Phone:	410-999-9999
Website:	www.ThinkPlayLearn.com

At the bottom of the form are 'Cancel' and 'Save' buttons. A red arrow points to the 'Phone' field.

STEP  
5

Select **Save** to store your updated phone number 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 editing your program's phone number, please email [info@marylandexcels.org](mailto:info@marylandexcels.org) or, for 24/7 technology support, please call 443-872-9250.