

Resetting Your Password

STEP 1

Access the Maryland EXCELS system at excels.marylandexcels.org and select **Update/forgot my password**.

STEP 2

Enter the email that is associated with your Maryland EXCELS account.

Tip: If you are unsure which email is associated with your account, contact our 24/7 technology support at 443-872-9250.

STEP 3

You will receive an email containing a unique link to reset your password.

The screenshot shows the Maryland EXCELS login page. At the top, there are logos for 'MARYLAND EXCELS' and 'MARYLAND ACCREDITATION'. Below them is a header 'Welcome to Maryland EXCELS' with a sub-header 'Log in or Create a User Account below. For more information, visit the Maryland EXCELS Website or the Maryland EXCELS Toolkit.' In the center, there is a button labeled 'Reset/forgot my password'. Below this button, a message states: 'We have sent you an email containing a link to reset your password.'

STEP 4

After you select the link to reset your password, enter in a new password and confirm your updated password.

Passwords must:

- be at least 8 characters long
- contain at least 1 uppercase letter
- contain at least 1 lowercase letter
- contain at least 1 number
- match in the **Password** and **Retype Password** fields

Select **Log In** to access your Maryland EXCELS account.

The screenshot shows the 'Reset Password' page on the Maryland EXCELS website. It features two input fields: 'Password *' and 'Retype Password *'. A red arrow labeled '1' points to the 'Password *' field with a text box that says 'Enter a new password in the "Password" field and confirm your updated password.' Below the input fields is a 'Password Strength: Strong' indicator with a green bar. Underneath, a list of requirements is shown with green checkmarks: 'be at least 8 characters long', 'contain at least 1 uppercase letter', 'contain at least 1 lowercase letter', 'contain at least 1 number', and 'password and confirm password fields match'. At the bottom right, there are two buttons: 'Cancel' and 'Log In'. A red arrow labeled '2' points to the 'Log In' button.

If you have questions about this process or issues related to resetting your password, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.