

The Lead Contact of a program participating in Maryland EXCELS can invite additional users to access their Maryland EXCELS online profile.

Additional users can:

- access resources,
- 0 review the program's progress toward reaching a quality rating,
- view standards and requirements, •
  - post comments,
- Adding Users to Your Program Online Profile
- submit documentation for review, and Ö submit a request to publish when eligible.

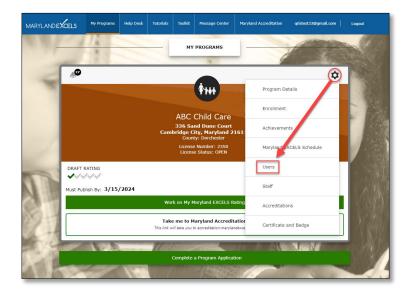
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

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

MARYLA	NDEXELS MARYLAND	
Welcome to Maryland EXCELS / Maryland Accreditation Select to determine if your program is eligible to participate.		
Existing User Login	Create User Account	
Username (Email Address)	Log in with social media	
Password	f Connect with Facebook	
Log in	G+ Connect with Google	
Jpdate/forgot my password Need	d Help?	



From the program card, select the Program Menu ( ) icon, then select Users from the list of options.





Select Invite User.

Users	Work on My Maryland EXCELS Rating
Mary Smith (Lead Contact)	Associated User
Invite User	



Complete all required fields (\*) with the information of the individual you wish to add as a user. Select **Save**.

Invite User	Work on My Manyland EXCELS Ratin
First Name: *	Nancy
Last Name: *	Johnson
Email Address: *	nancy@abcchildcare.com
Title/Position: *	Program Director

If you have questions about this process or are having trouble adding users to your Maryland EXCELS account, please email <u>info@marylandexcels.org</u> or, for 24/7 technology support, please call 443-872-9250.