

Adding Users to Your Program Online Profile

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**.

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,
- review the program's progress toward reaching a quality rating,
- view standards and requirements,
- post comments,
- submit documentation for review, and
- submit a request to publish when eligible.

STEP 2

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 Maryland EXCELS Rating

1

First Name: *

Last Name: *

Email Address: *

Title/Position: *

2

Cancel Save

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