

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.

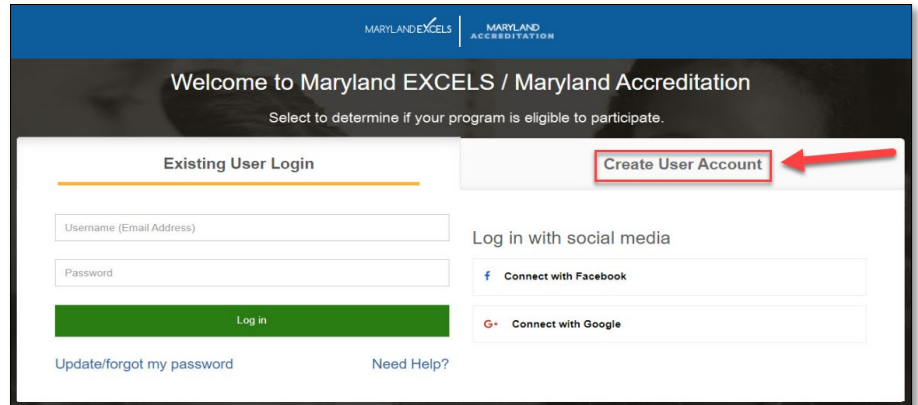
Adding Users to Your Program Online Profile

STEP 1

To add a user to your program online profile, the user **must have an existing user account.**

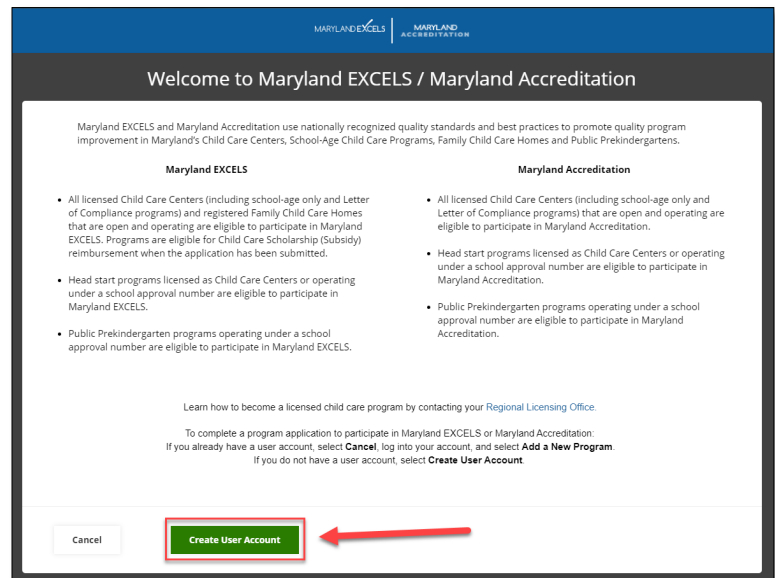
If the user does not have an existing user account, the user creates a new user account by accessing the Maryland EXCELS system at excels.marylandexcels.org. Select the **Create User Account** tab.

If the user already has a user account, skip to **Step 4.**



STEP 2

The user selects the **Create User Account** button to set up a user account and password.



STEP
3

The user completes all required information (*) on the form and selects **Create User Account**.

Note: To finalize a user account, the user selects the verification link sent to their email address. The user should check their spam folder if they do not receive an email from Maryland EXCELS.

WELCOME TO MARYLAND EXCELS / MARYLAND ACCREDITATION

Select to determine if your program is eligible to participate.

Existing User Login | Create User Account

First Name *
Nancy

Last Name *
Johnson

Email *
nancy@abcochildcare.com

Primary Phone *
410-123-4567

Primary Phone Type *
Work

Secondary Phone

Secondary Phone Type

Create a Password *

Retype Password *

By creating a user account, you accept the Maryland EXCELS Terms and Conditions and Privacy Policy.

Password Strength: Strong

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 ✓
- password and confirm password fields match ✓

Cancel | Create User Account

If you need assistance completing this form, contact info@marylandexcels.org

STEP
4

Once the user account has been finalized via the email verification link, access the Maryland EXCELS system at excels.marylandexcels.org. Select the **Existing User Login** tab.

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

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)

Password

Log in

Update/forgot my password | Need Help?

Log in with social media

Connect with Facebook

Connect with Google

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)

Password

Log in

Update/forgot my password | Need Help?

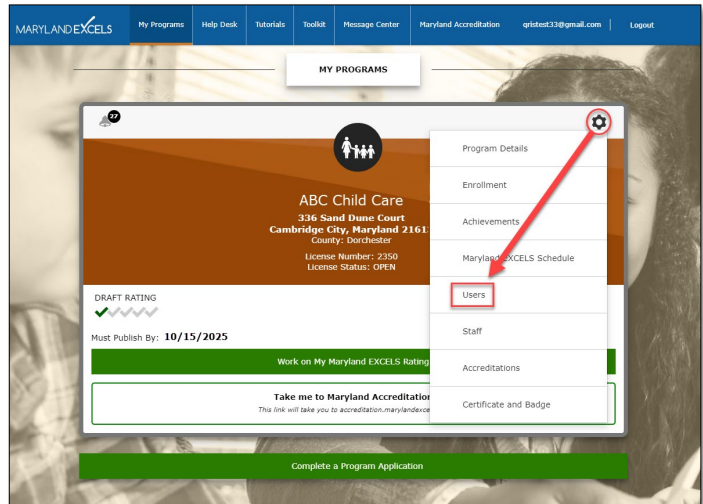
Log in with social media

Connect with Facebook

Connect with Google

STEP
5

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



STEP
6

Select **Invite User**.



STEP
7

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



STEP
8

Confirm the new user's email address and select **Associate User**.

The new user will immediately be added to the **Users** list. If the new user is not listed, the email address may not have been entered correctly or the user does not have a Maryland EXCELS user account.

Apply for Maryland EXCELS

This user is currently listed in Maryland EXCELS, do you want to associate this user with your program?

Confirm Email Address: *

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.