

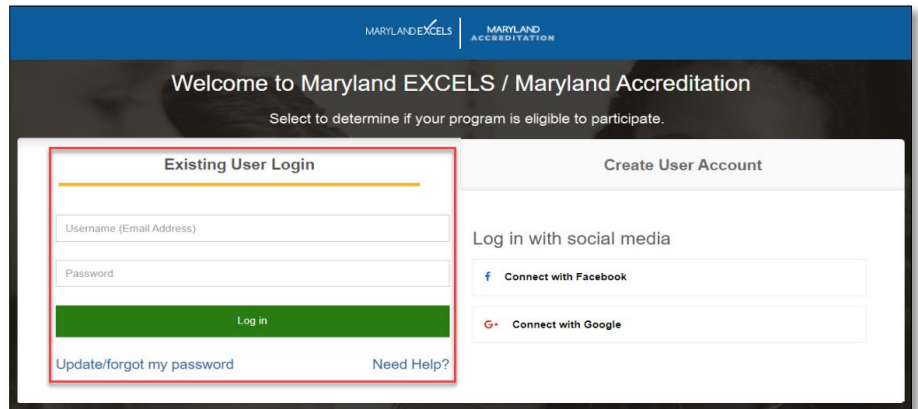
This guide is intended for programs that:

- Have achieved a quality rating and are ready to publish that rating; or
- Are within 60 days of their publication expiration date and need to republish the program's rating

STEP 1

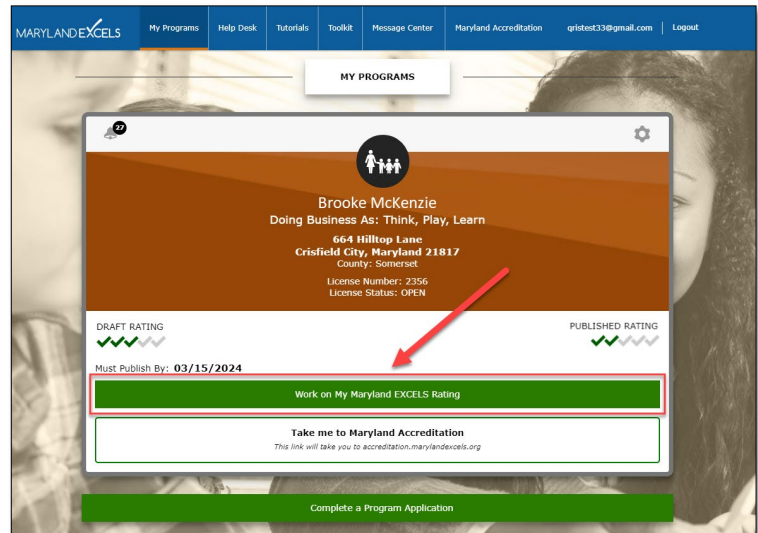
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

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



STEP 2

Select **Work on My Maryland EXCELS Rating**.



STEP
3

Select **Request to Publish**.

Once you have selected **Request to Publish**, you will see the message, “You are unable to publish at this time because a publishing request is already in progress.”

The screenshot displays the 'Enter Step-By-Step' interface for 'Developmentally Appropriate Learning and Practice (DAP)'. The interface includes a 'Content Areas' sidebar with sections for Licensing and Compliance (LIC), Staff Qualifications and Professional Development (STF), Accreditation and Rating Scales (ACR), Developmentally Appropriate Learning and Practice (DAP), and Administrative Policies and Practices (ADM). A 'Draft Rating' section is also visible. The main area shows a 'PROGRESS GRID' with columns for levels 1 through 5 and rows for DAP 1: Environment, DAP 2: Learning Materials, DAP 3: Positive Guidance, and DAP 4: Curriculum. A legend indicates that purple represents 'Required for this Level', yellow for 'Submitted for Review', green for 'Complete', grey for 'Not Required', and a triangle for 'Expiring/Expired'. A 'Request to Publish' button is highlighted with a red box and a red arrow points to it from the 'DAP 4: Curriculum' row in the progress grid. A 'Current Content Area Rating 3' badge is visible in the top right corner.

If you have questions about this process or issues related to publishing or republishing a quality rating, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.