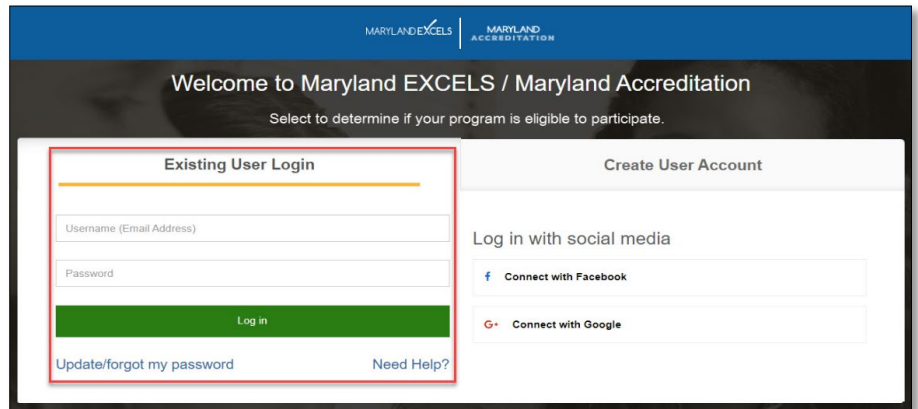


The Lead Contact can remove a user from accessing the program's Maryland EXCELS online profile. Users are removed when they are no longer on staff or if access to a Maryland EXCELS online profile is no longer required.

### STEP 1

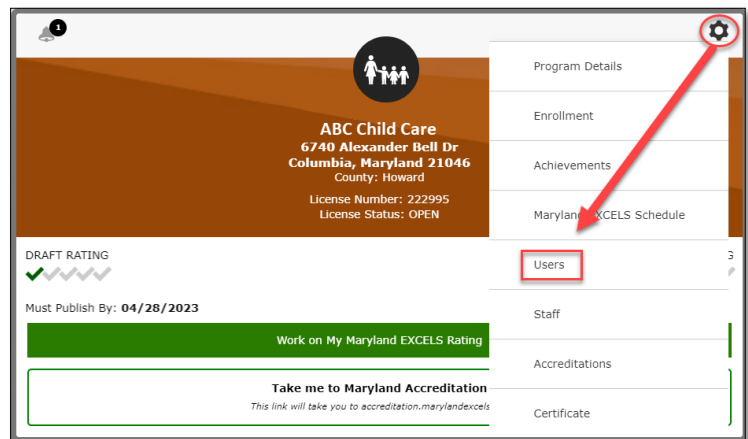
Access the Maryland EXCELS system at [excels.marylandexcels.org](https://excels.marylandexcels.org) and log in using the email address and password created during account setup.

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



### STEP 2

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



STEP  
3

Select the name of the user that you wish to remove.

**Note for programs participating in Maryland Accreditation:** Removing a user will also restrict the user's access in a Maryland Accreditation online profile.

Users Work on My Maryland EXCELS Rating

Mary Smith	Associated User
Nancy Johnson (Lead contact)	Associated User

Invite User

STEP  
4

Select **Disassociate User**.

**Note:** The removed user will remain on your online program profile as a **Disassociated User**.

Edit User Work on My Maryland EXCELS Rating

**Mary Smith**

Title/Position:

Cancel Save Disassociate User

Users Work on My Maryland EXCELS Rating

Mary Smith	Disassociated User
Nancy Johnson (Lead contact)	Associated User

Invite User

If you have questions about this process or are having trouble removing users from your Maryland EXCELS account, please email [info@marylandexcels.org](mailto:info@marylandexcels.org) or, for 24/7 technology support, please call 443-872-9250.