MARYLAND EXCELS

## Editing an Email Address in Your Program Online Profile

Maryland EXCELS users may edit the email address listed in your program online profile. Updating your email address will also update the username that is used to log into your online profile.
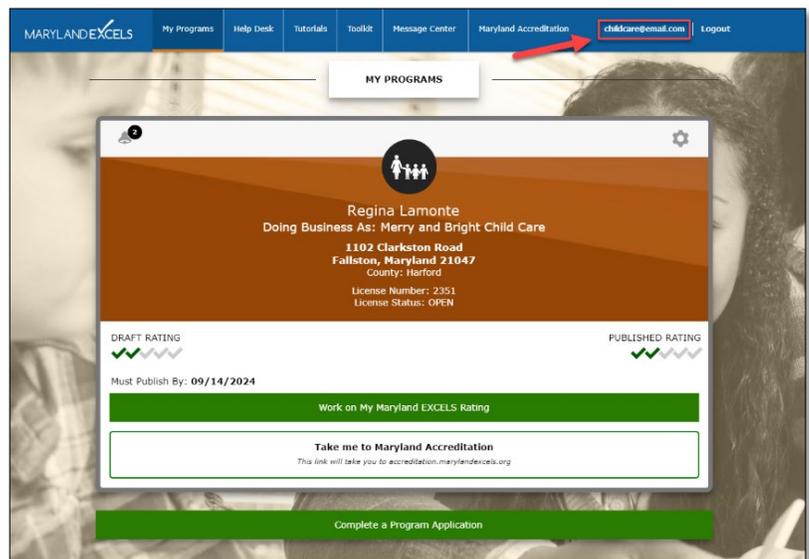
STEP 1

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.**
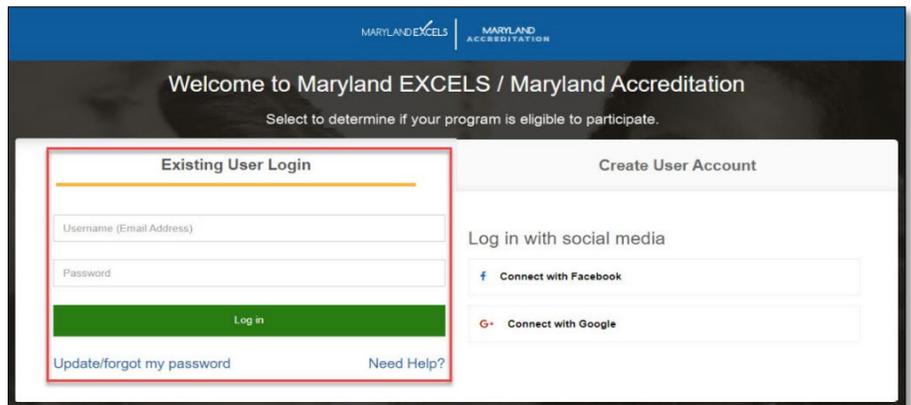
STEP 2

Select the email address that is listed in the blue banner.

Enter your new email in the **Email Address** field.

Select **Save** to save your updated email address.

Tip: Before selecting save, review your email address to confirm that it is correct.

If you have questions about this process or are having trouble editing your email address, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.

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