Maryland Accreditation System Overview
Video Transcript

Credentials are entered into the Maryland EXCELS/Maryland Accreditation login screen. The login button is selected.

Narrator: This tutorial provides a brief overview of the Maryland Accreditation system, including how to navigate, manage your programs, and access resources.
Start by logging in to the Maryland EXCELS system with your email address and password.

My Programs screen with Program Cards.

Narrator: Any programs you are associated with show under My Programs. If you have more than one program, each is listed on its own program card.

The Maryland Accreditation option in the primary navigation menu. The "Take me to Maryland Accreditation" button in the Program Card is selected.

Narrator: Access the Maryland Accreditation system by selecting the Maryland Accreditation tab from the top menu or by selecting the "Take me to Maryland Accreditation" banner from any program card.

The Accreditation system homepage.

Narrator: Once in the Accreditation system you will be on your Homepage, which serves as the central dashboard and provides easy access to all areas of the system and your binder.

The User menu collapsed and opened to show the User Guide menu option.

Narrator: The Maryland Accreditation User Guide is available and can be accessed at any time; select the arrow next to your username to expand the menu and select User Guide to open and view.

The Updates section with the New Messages button and Upcoming Visits.

Narrator: The Updates section gives quick access to new messages and any scheduled visits.

Select New Messages to view and respond to messages you've received from Accreditation Administrators. You do have the option to send new messages to Accreditation Administrators as well. Any upcoming scheduled visits for your programs, including validation and technical assistance visits, will also be listed in the Updates section.

The Eligible Programs screen with a list of all eligible for Maryland Accreditation.

Narrator: Select any program from your Eligible Programs to access its individual profile and online binder.

When the eligible program is selected, the Program Overview Screen appears and the Participation Form button is selected.

Narrator: The system opens to the Program Overview for the selected program. The overview provides a snapshot of your program's status and identifies next steps in the Accreditation

process. If you are just getting started with Maryland Accreditation, you will need to submit the Participation Form; select to continue and complete the form.

The Program banner is highlighted to show the Program name and relevant details listed in content.

Narrator: It should also be noted that the program banner provides additional details for quick reference, including Program Name, location, license number, status of Accreditation, and the Accreditation or cycle expiration date, if applicable.

The Program Overview screen, the menu that includes the Binder and Messages options and the Review Binder button which is selected.

Narrator: Your online accreditation binder is accessed by selecting Binder from the left side menu, or by selecting Review Binder from the Program Overview message.

The Program Administration section and the Accreditation sections are listed on a side navigation menu. The individual indicators are listed with Self-Appraisal and Validator ratings and a Review link.

Narrator: The binder will open to the Program Administration section; you can navigate to other areas of the binder as well from the left side menu. To open and view any indicator, select Review from the indicator.

The Program Overview Screen selected from the left side navigation menu and Accreditation certificate links. A sample Accreditation certificate opens with a Download File link.

Narrator: Once Maryland Accreditation has been awarded, a certificate becomes available and can be accessed from your Program Overview. You have options to download for saving and/or printing or to view your certificate on screen. The certificate can be downloaded by selecting Accreditation Certificate on the program overview, or it can be downloaded after selecting the View Certificate to view on screen.

The Contact screen with text, "We are here to help!" and the Maryland Accreditation email address.

Narrator: If you have questions, contact us at Accreditation@marylandexcels.org.