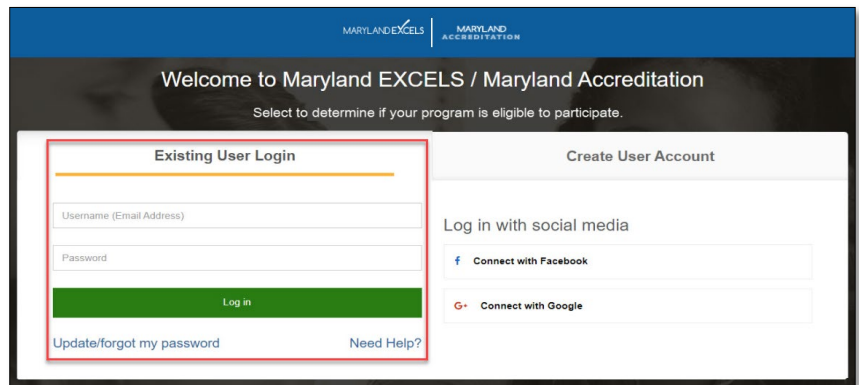


### STEP 1

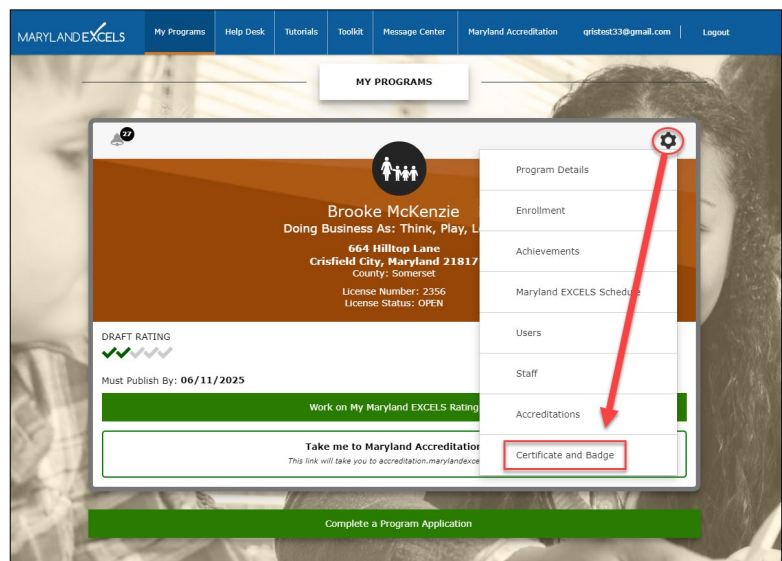
Access the Maryland EXCELS system at [excels.marylandexcels.org](http://excels.marylandexcels.org) and log in using the email address and password created during account setup.

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



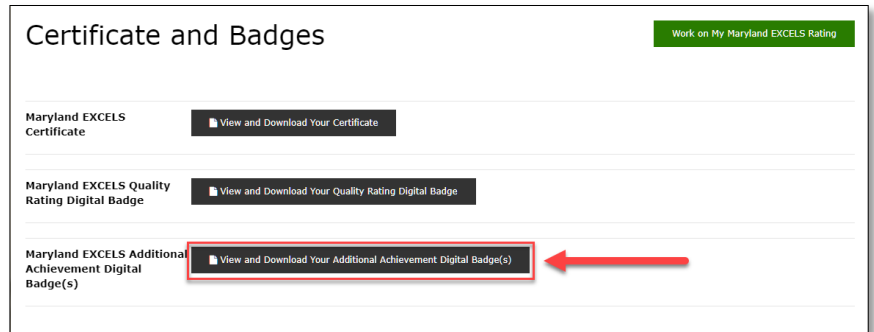
### STEP 2

From your program card, select the **Program Menu** (⚙️) icon, then **Certificate and Badge** from the list of options.



STEP  
3

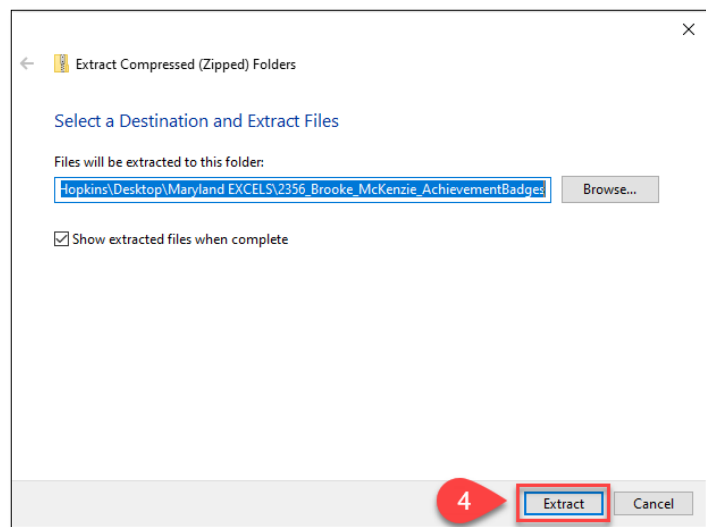
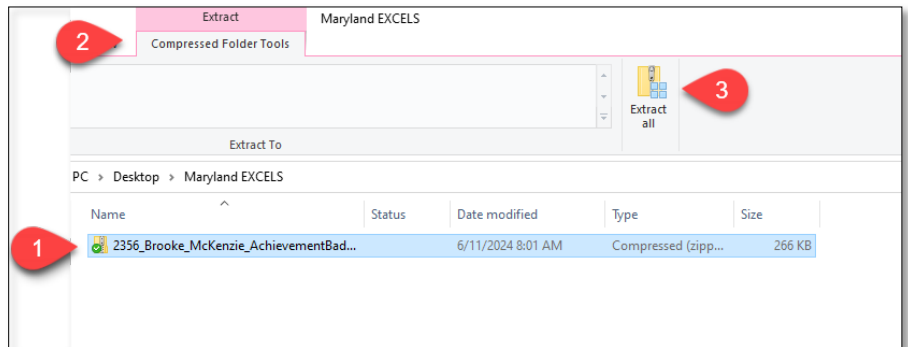
Select **View and Download Your Additional Achievement Badge(s)**.



STEP  
4

The Additional Achievement badges will be downloaded as a zip file and must be extracted. Depending on your operating system and browser, instructions to extract the zip file may vary.

On Google Chrome using the Microsoft Windows operating system, select the zip folder that you wish to extract, select the **Compressed Folder Tools** tab and then **Extract All**. Select a location to save your file and then select **Extract**.



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