

Accessing and Downloading Your Additional Achievement Badges Programs that provide services above and beyond those outlined in the Maryland EXCELS Standards can earn Additional Achievement badges to display on your website, in communications with prospective and current families, social media, newsletters, and more.



Access the Maryland EXCELS system at <u>excels.marylandexcels.org</u> 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.

MARYLANDEXCELS	MARYLAND Accreditation		
Welcome to Maryland EXCELS / Maryland Accreditation Select to determine if your program is eligible to participate.			
Existing User Login	Create User Account		
Username (Email Address)	Log in with social media		
Password	f Connect with Facebook		
Log in	G+ Connect with Google		
Update/forgot my password Need Help?			
h	*		



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





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

Certificate a	nd Badges	Work on My Maryland EXCELS Rating
Maryland EXCELS Certificate	View and Download Your Certificate	
Maryland EXCELS Quality Rating Digital Badge	View and Download Your Quality Rating Digital Badge	
Maryland EXCELS Additiona Achievement Digital Badge(s)	View and Download Your Additional Achievement Digital Badge(5)	_



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**.



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4	Extract Compressed (Zinner) Enders	
	Extract compressed (Zipped) rolders	
	Select a Destination and Extract Files	
	Files will be extracted to this folder:	
	Hopkins\Desktop\Maryland EXCELS\2356_Brooke_McKenzie_AchievementBadges Browse	
	Show extracted files when complete	
	4 Extract Canc	el

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