

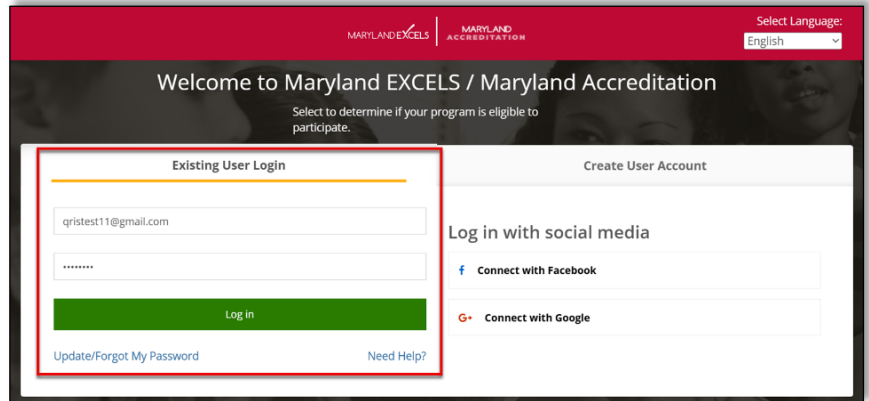
The [Find a Program](#) directory is a resource for families searching for quality child care in the state of Maryland.

The enhanced Find a Program directory provides additional features and flexibility for Lead Contacts of programs participating in Maryland EXCELS.

STEP 1

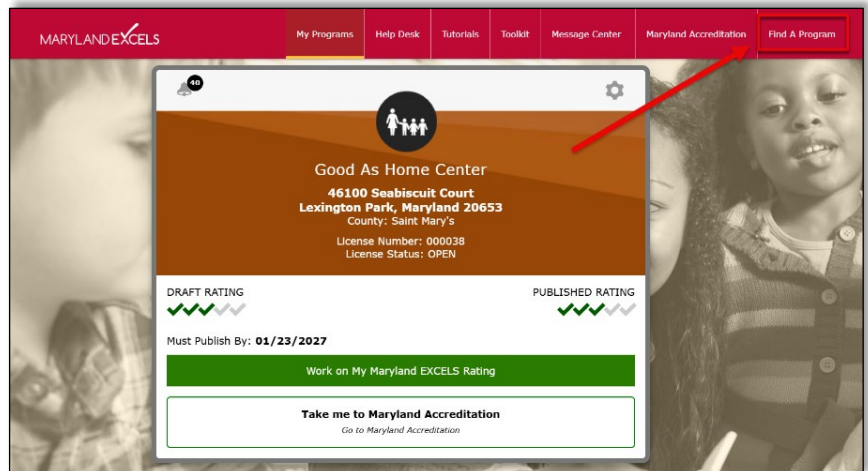
Access the Maryland EXCELS system at excels.marylandexcels.org and log in using the email address and password created during account setup.

If you have misplaced or forgotten your password, select **Update/Forgot My Password**.



STEP 2

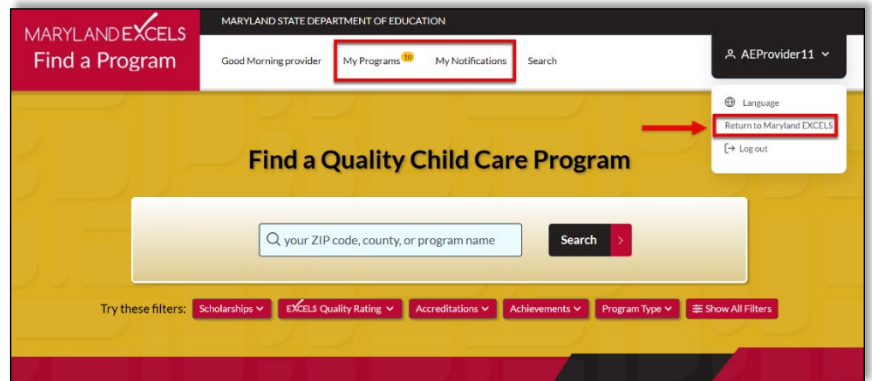
From the My Programs page, select **Find a Program** from the Top Menu.



STEP
3

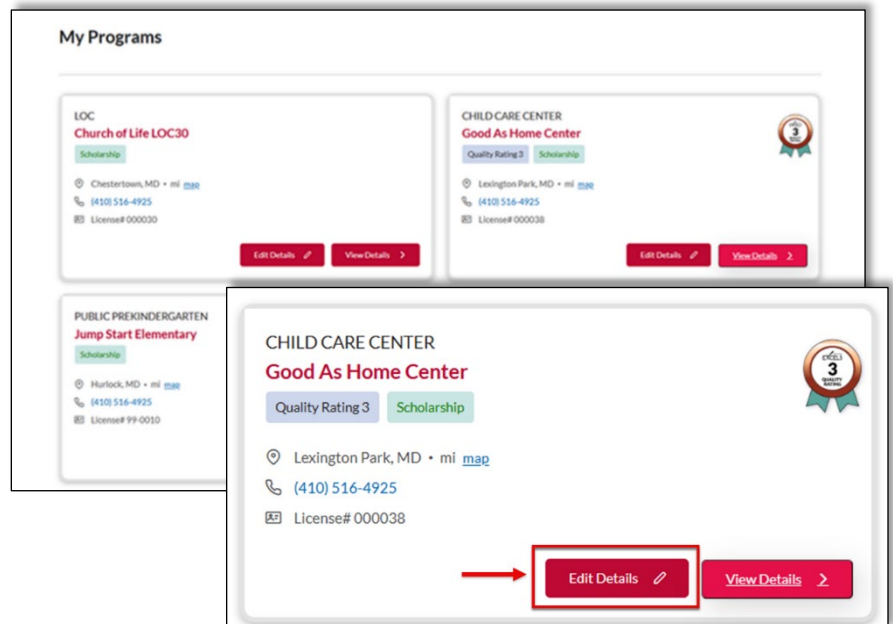
Understand the Find a Program Homepage:

- **My Programs** – View and manage Find a Program profiles for your program(s) in one place.
- **My Notifications** – View notifications specific to Find a Program updates.
- Easy navigation back to Maryland EXCELS from the dropdown menu.



STEP
4

To update enrollment availability and details for your program at any time, select **My Programs**, then select **Edit Details** on the profile card of the program you wish to access.



STEP
5

Select the **Edit** icon next to any age range to update availability for enrollment for that age range.

Edit Program Details

The program details below are not automatically updated. It is the responsibility of the program Lead Contact to review and update them periodically. Select **Edit** to adjust the value. Then, choose **Actions** and select **Preview**, **Submit Request for Approval**, or **Promote** to complete the process.

Field	Value	Requires Approval	Status	Edit	Actions
Program Description		Yes	Not yet submitted		
Alternate Phone Number		No	Not yet promoted		
Open for Enrollment?	Yes	No	Not yet promoted		
> 6 weeks - 17 mos	No	No	Not yet promoted		
> 18 mos - 23 mos	No	No	Not yet promoted		
> 2 years	No	No	Not yet promoted		
> 3 years	No	No	Not yet promoted		
> 4 years	No	No	Not yet promoted		
> 5 yrs preschool	No	No	Not yet promoted		
> 5 yrs - 15 yrs	No	No	Not yet promoted		

Zoomed-in view of the 'Open for Enrollment?' row:

Requires Approval	Status	Edit	Actions
Yes	Not yet submitted		
No	Not yet promoted		
No	Not yet promoted		
No	Not yet promoted		
No	Not yet promoted		

STEP
6

Make any necessary changes to the value (Yes/No), then select the **checkmark** to confirm.

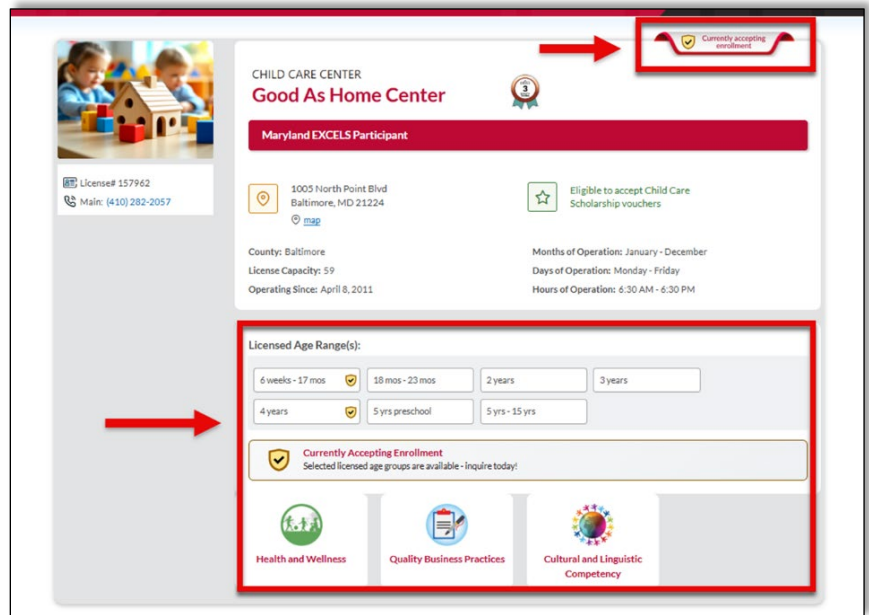
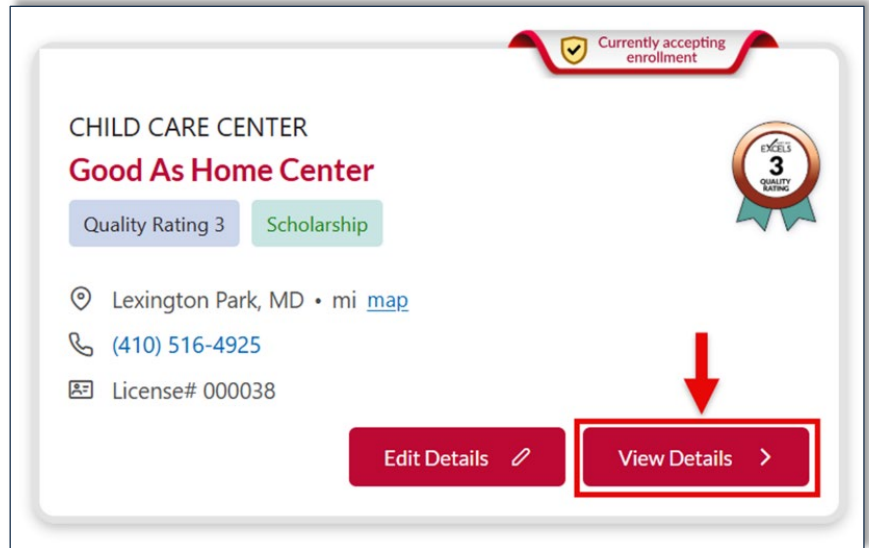
Select the menu, then select **Promote**.

Field	Value	Requires Approval	Status	Edit	Actions
Program Description		Yes	Not yet submitted		
Alternate Phone Number		No	Not yet promoted		
Open for Enrollment?	Yes	No	Not yet promoted		
> 6 weeks - 17 mos	<input checked="" type="radio"/> Yes <input type="radio"/> No	No	Not yet promoted		<ul style="list-style-type: none"> Promote Submit Request for Approval View Comments Preview
> 18 mos - 23 mos	No	No	Not yet promoted		
> 2 years	No	No	Not yet promoted		
> 3 years	No	No	Not yet promoted		

STEP
7

When changes are promoted, the Find a Program directory is updated, and your program's enrollment availability becomes visible to the public.

Select **View Details** to see detailed enrollment availability information.



If you have questions about this process or are having trouble using **Find a Program**, please email info@marylandexcels.org or, for 24/7 technology support, please call 443-872-9250.