

Creating a User Account

Creating a user account is your first step in the process of submitting a program application to Maryland EXCELS* and/or Maryland Accreditation** or gaining access to a participating program's online profile. To submit an application or be allowed access to an existing profile, you must be an associated staff member. Follow the steps below to create a Maryland EXCELS user account.

STEP 1

Access the Maryland EXCELS/Maryland Accreditation system at excels.marylandexcels.org and select the **Create User Account** tab.

The screenshot shows the login page with the following elements:

- Header: MARYLAND EXCELS | MARYLAND ACCREDITATION, Select Language: English
- Section: Welcome to Maryland EXCELS / Maryland Accreditation
- Text: Select to determine if your program is eligible to participate.
- Existing User Login section:
 - Username (Email Address) input field
 - Password input field
 - Log in button
 - Update/Forgot My Password link
 - Need Help? link
- Create User Account tab: Highlighted with a red box and a red arrow.
- Log in with social media section:
 - Connect with Facebook button
 - Connect with Google button

STEP 2

Review the Maryland EXCELS and Maryland Accreditation information and, if the program is eligible to participate, select **Create User Account** to set up a user account and password.

The screenshot shows the eligibility page with the following elements:

- Header: MARYLAND EXCELS | MARYLAND ACCREDITATION
- Section: Welcome to Maryland EXCELS / Maryland Accreditation
- Text: Maryland EXCELS and Maryland Accreditation use nationally recognized quality standards and best practices to promote quality program improvement in Maryland's Child Care Centers, School-Age Child Care Programs, Family Child Care Homes and Public Prekindergartens.
- Two columns of eligibility criteria:
 - Maryland EXCELS:**
 - All licensed Child Care Centers (including school-age only and Letter of Compliance programs) and registered Family Child Care Homes that are open and operating are eligible to participate in Maryland EXCELS. Programs are eligible for Child Care Scholarship (Subsidy) reimbursement when the application has been submitted.
 - Head start programs licensed as Child Care Centers or operating under a school approval number are eligible to participate in Maryland EXCELS.
 - Public Prekindergarten programs operating under a school approval number are eligible to participate in Maryland EXCELS.
 - Maryland Accreditation:**
 - All licensed Child Care Centers (including school-age only and Letter of Compliance programs) that are open and operating are eligible to participate in Maryland Accreditation.
 - Head start programs licensed as Child Care Centers or operating under a school approval number are eligible to participate in Maryland Accreditation.
 - Public Prekindergarten programs operating under a school approval number are eligible to participate in Maryland Accreditation.
- Text: Learn how to become a licensed / registered child care program by contacting your [Regional Licensing Office](#).
- Text: To complete a program application to participate in Maryland EXCELS or Maryland Accreditation:
- Text: If you already have a user account, select **Cancel**, log into your account, and select **Complete a Program Application**.
- Text: If you do not have a user account, select **Create User Account**.
- Buttons: Cancel, Create User Account (highlighted with a red box and a red arrow).

STEP 3

Complete all required fields (*) and select **I am not a Robot**, then **Create User Account**.

When prompted, review the information and select **OK**.

STEP 4

To finish setting up your user account, you must select the verification link sent to your email address. Check your spam folder if you do not see an email from Maryland EXCELS.

STEP 5

Once your user account has been finalized via the email verification link, you may access the Maryland EXCELS/Maryland Accreditation system at excels.marylandexcels.org and log in using the **Existing User Login** tab.

STEP 6

To submit an application for participation in Maryland EXCELS and/or Maryland Accreditation, follow the steps in the [Applying to Participate in Maryland EXCELS \(Family and Large Family Child Care Home\) tutorial](#)

or the [Applying to Participate in Maryland EXCELS and/or Maryland Accreditation \(Child Care Centers, School-Age Only, and Public Prekindergarten\) tutorial](#).

OR

To be granted access to an existing Maryland EXCELS program profile, have the program's lead contact follow the steps in the [Adding a User to Your Program Online Profile tutorial](#).

The Lead Contact of a program participating in Maryland EXCELS can invite additional users to access their Maryland EXCELS online profile.

Additional users can:

- access resources,
- review the program's progress toward reaching a quality rating,
- view standards and requirements,
- post comments,
- submit documentation for review, and
- submit a request to publish when eligible.

Adding a User to Your Program Online Profile

STEP 1

To add a user to your program online profile, the user **must have an existing user account**.

If the user does not have an existing user account, the user creates a new user account by accessing the Maryland EXCELS system at excells.marylandexcels.org. Select the **Create User Account** tab.

If the user already has a user account, skip to **Step 4**.

Figure 1. Maryland EXCELS User Account Creation

The screenshot shows the Maryland EXCELS website's user account creation interface. The header is dark red with the Maryland EXCELS logo and three tabs: 'Create User Account' (highlighted), 'Log In', and 'Forgot Password'. The main content area is dark grey. It features a welcome message and a selection prompt: 'Select to determine if your program is eligible to participate'. Below this, there are two side-by-side panels. The left panel, titled 'Existing User Login', includes a text box for 'Enter your email address', a 'Password' label with a text box, a green 'Log In' button, and a link for 'Forgot/Change My Password'. The right panel, titled 'Create User Account', shows 'Log In with social media' options: Facebook, Email, and Google, each with a corresponding icon and text label.

*Programs eligible to participate in Maryland EXCELS are: Registered Family Child Care Homes, licensed Child Care Centers (including school-age only, Head Start, and Letter of Compliance programs), and Public Prekindergarten and Head Start programs operating under a school approval number that are open and operating

****Programs eligible to participate in Maryland Accreditation are: Licensed Child Care Centers (including school-age only, Head Start, and Letter of Compliance programs) and Public Prekindergarten and Head Start programs operating under a school approval number that are open and operating.**

If you have questions about this process or are having trouble submitting an application, please email info@marylandexcels.org. For 24/7 Technology Support, please call (443) 872-9250