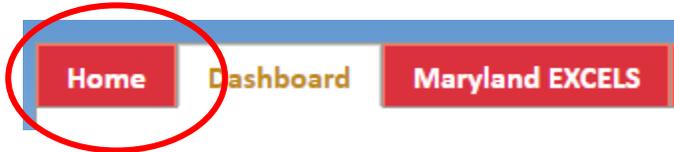
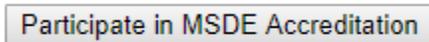


# MARYLAND ACCREDITATION QUICK START GUIDE

1. After you log in, select the HOME tab at the top left of your screen



2. Select the gray <Participate in MSDE Accreditation> button to the right of your program name



3. Update your program's *General Information: MSDE Accreditation Details* as necessary
4. If you have attended a Maryland Accreditation Orientation within the past 12 months, select <Yes> and enter the date of the orientation you attended. To begin the accreditation process, you must have attended an orientation within the past 12 months. If you have not attended an orientation within the past 12 months, select <No>

Have you attended an MSDE Accreditation Orientation? \*

Yes  No

Date of Orientation \*

04/04/2018

5. When you have completed updating the information on this screen, select the blue



button at the bottom of the page.

6. If you selected <Yes> and entered a Date of Orientation in Step 4; and then selected the blue button in Step 5, then go to Step 9.
7. If you selected <No> in Step 4 above, and have not attended an orientation within the past 12 months, select the blue <Click Here> button



- This will open a box with a link to information about attending a Maryland Accreditation Orientation.
- After you have attended an orientation, return to Step 7 and when the pop-up box opens, select **<Yes>** in the box and enter the date of the orientation you attended. Then select the grey **<Save>** button.

**MSDE Accreditation Orientation**

You **must** attend an orientation to formally begin the MSDE Accreditation/Validation process.

Accreditation Orientation sessions are offered quarterly for Center Base Child Care and Head Start programs. Please refer to the attached schedule for upcoming Regional Orientations. Contact the location to register.

[Click here to download the Accreditation Orientation Schedule](#)

**Have you attended an MSDE Accreditation Orientation?**

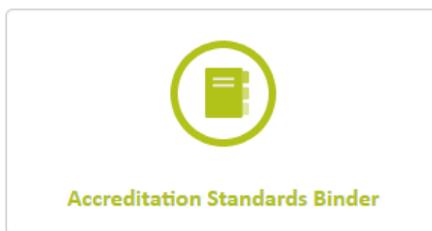
Yes  No

Date of Orientation:

04/04/2018

**Save** or Cancel

- To view the standards, select **<Accreditation Standards Binder>**



- When you are ready to begin your self-appraisal, select the **<Begin Accreditation Process>**. This will open your binder and will start your two-year cycle to complete the accreditation process. (You must begin accreditation within one year of attending your orientation.)



Please note that your new binder will have no documents or ratings.

12. To upload documents from your computer into a selected indicator in your binder, select the blue <Post a Comment or File> button

**Post a Comment or File**

And choose Upload new file

**Attachment:**

None  Upload new file  Choose from previous uploads

**File Name:**

13. To access and attach documents that you have previously uploaded to Maryland EXCELS or Maryland Accreditation, select on the blue <Post a Comment or File> button

**Post a Comment or File**

Select the <Choose from previous uploads> button and double-click on the file you want to upload.

**Attachment:**

None  Upload new file  Choose from previous uploads

**File Name:**

Benefits.doc  
salary scale.doc  
August 2013 Calendar staff.pub  
July 2013 Calendar staff.pub  
1.1.3 Parent Involvement Plan.docx

[Select this link for additional information about Maryland Accreditation, including recommended timelines.](#)