

## Granting Access to Regional Leads

*For Single-Site Administrators, including Family Day Home Providers, and Multi-Site Administrators*

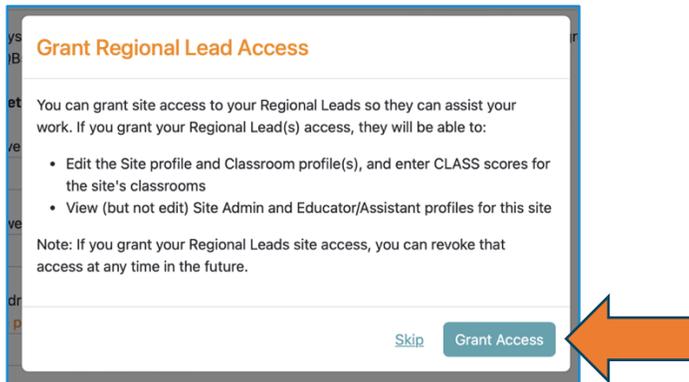
Granting Site access to your Regional Leads allows them to assist with specific activities within LinkB5. A Regional Lead may request Site access, or you can grant them access without their request. Granting access to your Regional Leads gives them permission to:

- Edit the Site Profile and Classroom Profile(s)
- Enter CLASS scores for the Site's classrooms
- View (but not edit) Site Administrator, Educator, and Assistant profiles
- Export the Site's VQB5 Results

Once granted, all Regional Leads within your Ready Region receive the same access permissions. **Access can be revoked and re-granted at any time.** All Site Administrators can grant or revoke access to their Site Regional Leads. If you granted access to a Regional Lead in a prior year, access persists into the new year, and you do not have to re-grant access.

## Granting Access During Registration

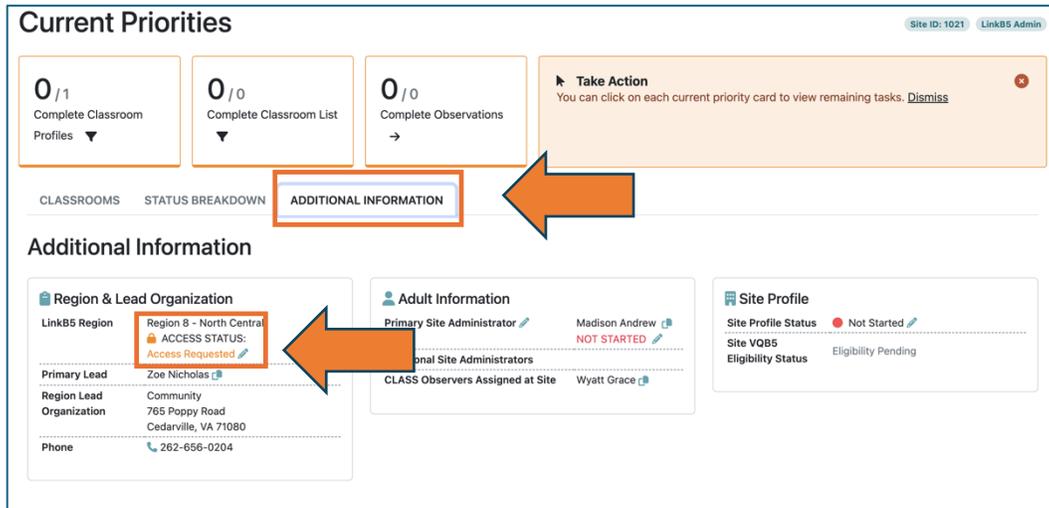
1. Review the Grant Regional Lead Access screen that appears immediately following the Assurance Agreement.
2. Click on **"Grant Access"**.



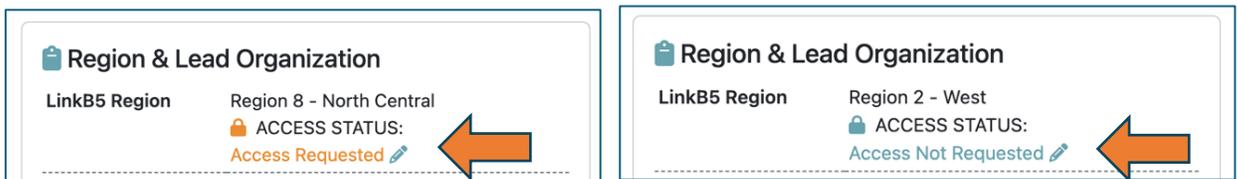
See our resources page for a guide to VQB5 2024 – 2025 Registration for Primary Site Administrators at a Single Site.

## Granting Access After Registration for Single-Site Administrators Including Family Day Home Providers

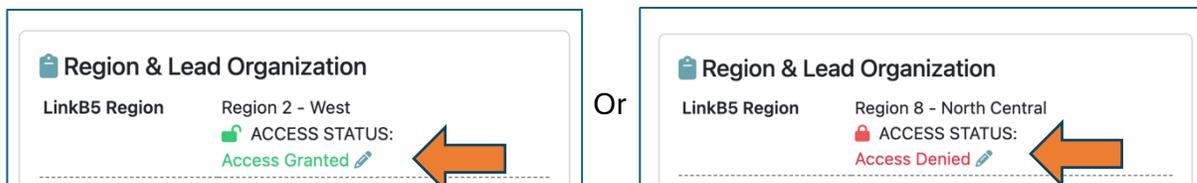
1. On your Dashboard, click on **“Additional Information”**.



2. Click on the **pencil icon** next to **“Access Requested”** if the Regional Leads requested access, or **“Access Not Requested”** if you wish to grant access without a Regional Lead request.



3. Confirm that **Access Status** displays correctly in the **“Additional Information”** tab on your Dashboard.



## Granting Access After Registration for Multi-Site Administrators

### Option 1: Site-by-Site

1. On your **Dashboard**, scroll down to your list of sites.

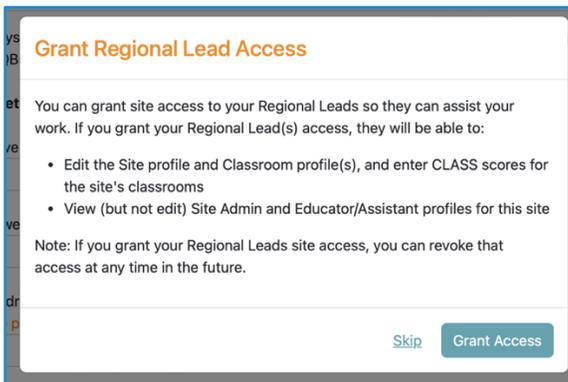


Site Id	Site Name	Site Type	Primary S...	Clas...	Adults Co...	Site Regis...	VQB5 Elig...	Access	Actions
8129	ABC Wonderland Elementary (T...	Center	Satesty S...	5	2/23	Complete	Eligible	🔒	Actions
3194	Sweet Pea Elementary (Testing...	Public School	PSA MSA...	2	1/6	Complete	Eligible	🔓	Actions

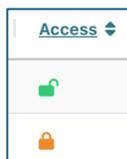
2. In the “**Access**” column, you will see an orange lock (“access requested”). Click on the “**Actions**” button to the right of the orange lock.
3. Select “**Grant Access**”.



4. Review Grant Regional Lead Access screen. Select the “Grant Access” button.



5. The orange lock icon will now be replaced by a green unlocked icon.



## Option 2: Batch Select Multiple or All Sites

1. From your **Dashboard**, scroll down to your list of Sites.

Site Id	Site Name	Site Type	Primary S...	Clas...	Adults Co...	Site Regis...	VQB5 Elig...	Access	Actions
8129	ABC Wonderland Elementary (T...	Center	Satesty S...	5	2/23	Complete	Eligible	🔒	Actions :
3194	Sweet Pea Elementary (Testing...	Public School	PSA MSA...	2	1/6	Complete	Eligible	🔒	Actions :

3. Toggle on **“Enable Batch Options”** and select the Sites for which you wish to change the access status.

<input checked="" type="checkbox"/> Site Id	Site Name	Site Type	Primary S...	Clas...	Adults Co...	Site Regis...	VQB5 Elig...	Access	Actions
<input checked="" type="checkbox"/> 8129	ABC Wonderland Elementary (T...	Center	Satesty S...	5	2/23	Complete	Eligible	🔒	Actions :
<input checked="" type="checkbox"/> 3194	Sweet Pea Elementary (Testing...	Public School	PSA MSA...	2	1/6	Complete	Eligible	🔒	Actions :

4. Click on the rectangular **“Grant Site Access”** button.

<input checked="" type="checkbox"/> Site Id	Site Name	Site Type	Primary S...	Clas...	Adults Co...	Site Regis...	VQB5 Elig...	Access	Actions
<input checked="" type="checkbox"/> 8129	ABC Wonderland Elementary (T...	Center	Satesty S...	5	2/23	Complete	Eligible	🔒	Actions :
<input checked="" type="checkbox"/> 3194	Sweet Pea Elementary (Testing...	Public School	PSA MSA...	2	1/6	Complete	Eligible	🔒	Actions :

5. Select **“Grant”** on the pop-up screen.

**Grant Site Access** [X]

You will grant access to sites where Regional Leads have requested access. Are you sure?

# LinkB5GUIDES

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## Need Technical Help? Contact LinkB5 Support Team

- **Live Chat:** Available on the [LinkB5 website](#)
- **Phone:** 1-833-554-6525
- **Email:** [linkb5support@virginia.edu](mailto:linkb5support@virginia.edu)