

## Find Your Site ID in LinkB5

For Single-Site Administrators (including Family Day Home Providers), Multi-Site Administrators, and Regional Leads

### Steps for Single-Site Administrators, including Family Day Home Providers

1. On your **Dashboard**, you will find your Site ID in a blue box on the right.

The screenshot shows the LinkB5 dashboard for 'Enchanted Escapades Elementary (Testing Schools)'. A navigation bar at the top includes 'Home', 'Manage Users', 'Observations', 'Reports', and 'LinkB5 Resources'. A success message banner is at the top. Below it, the 'Current Priorities' section contains three cards: 'Classroom Profiles Complete!' (1/1), 'Complete Classroom List' (0/1), and 'Complete Observations' (0/1). On the right side of the dashboard, a blue box displays 'Site ID: 4883' and 'Site Admin, Educator'. An orange arrow points from the 'Current Priorities' section towards the Site ID box.

### Steps for Multi-Site Administrators

Multi-Site Administrators can find a Site ID two ways: on your **Multi-Site Dashboard** or downloading a **Report**.

#### Find Site ID on Multi-Site Dashboard

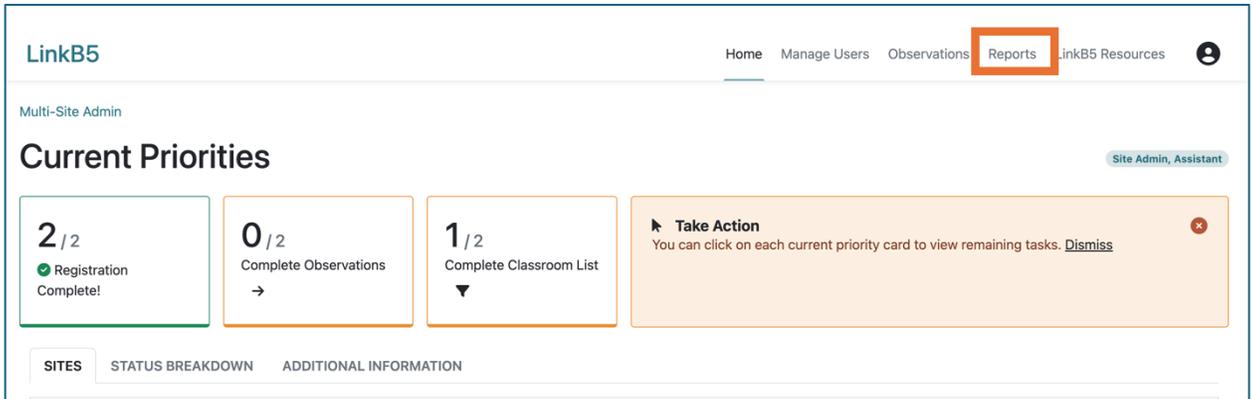
1. On your **Multi-Site Dashboard**, scroll down to your list of **Sites**. The Site ID is in the first column.

The screenshot shows the 'SITES' tab on the Multi-Site Dashboard. It includes a search bar for 'Site Name', filter options for 'Show Head Start Sites Only' and 'Show Non-Participating Sites', and a table of site data. The 'Site Id' column is highlighted with a blue box.

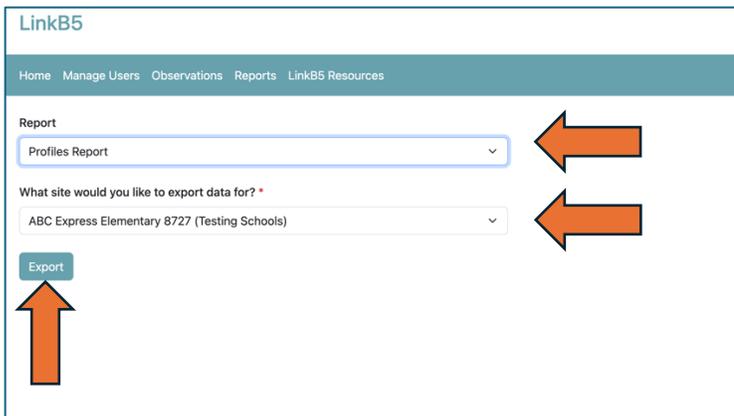
Site Id	Site Name	Site Type	Primary Si...	Class...	Adults Co...	Site Regis...	VQB5 Elig...	Access	Actions
825	Bright Horizons Elementary (Test...	Public School	Caleb Sky...	2	0/10	Not Star...	Eligibility Pe...		Actions
812	Creative Corner Elementary (Tes...	Public School	Zoe Zoe	5	0/19	Not Star...	Eligibility Pe...		Actions
764	Creative Kids Elementary (Testin...	Public School	Zoey Carter	3	0/12	Not Star...	Eligibility Pe...		Actions
787	Dazzling Daisies Elementary (Te...	Public School	Isaac Willi...	17	0/51	Not Star...	Eligibility Pe...		Actions
854	Dimpled Darlings Elementary (Te...	Public School	Ruby Ava	2	0/13	Not Star...	Eligibility Pe...		Actions

## Find Site ID on a Downloaded Report

1. At the top of your **Dashboard**, click on the **Reports** tab.



2. Select **“Profiles Report”** from the **Report** drop-down.
3. Select the site you wish to export and click on **“Export”**.



4. Open the report. Site ID is in column E, **“Site ID”**.

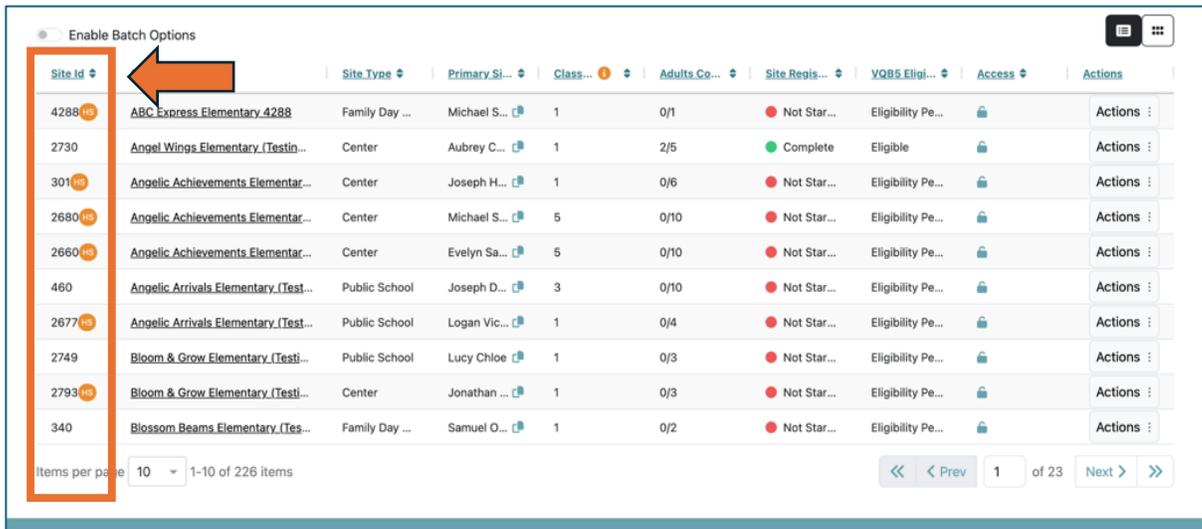
	A	B	C	D	E	F	G	H	I
1	RegionID	RegionName	AffiliationName	FIPS/Location	SiteID	SiteName	Address1	Address2	City
2	22	Region 1 - So Joy		51195 - Wise	2730	Angel Wings	876 Poppy Dr		Maplewood
3									
4									

## Steps for a Regional Lead

Regional Leads can find Site IDs for any site in their region using two methods: on your **Dashboard** or downloading a **Report**.

### Find Site ID on Region Dashboard

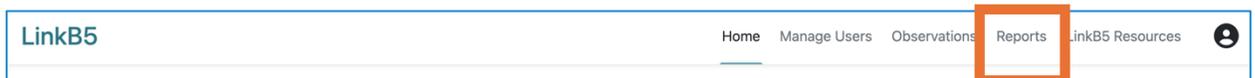
1. On your **Region Dashboard**, scroll down to the list of sites. **Site ID** is in the first column.



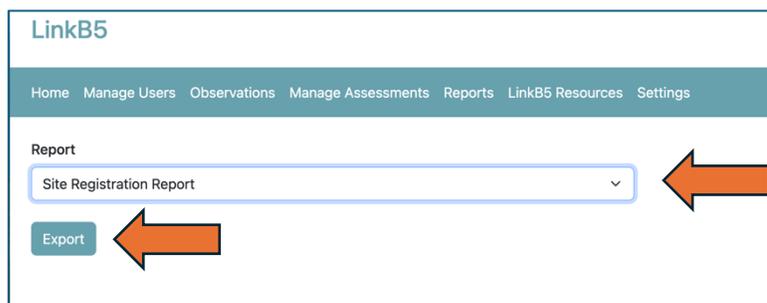
Site ID	Site Name	Site Type	Primary Site	Class...	Adults Co...	Site Regis...	VQB5 Eligi...	Access	Actions
4288	ABC Express Elementary 4288	Family Day ...	Michael S...	1	0/1	Not Star...	Eligibility Pe...		Actions
2730	Angel Wings Elementary (Testi...	Center	Aubrey C...	1	2/5	Complete	Eligible		Actions
301	Angelic Achievements Elementar...	Center	Joseph H...	1	0/6	Not Star...	Eligibility Pe...		Actions
2680	Angelic Achievements Elementar...	Center	Michael S...	5	0/10	Not Star...	Eligibility Pe...		Actions
2660	Angelic Achievements Elementar...	Center	Evelyn Sa...	5	0/10	Not Star...	Eligibility Pe...		Actions
460	Angelic Arrivals Elementary (Test...	Public School	Joseph D...	3	0/10	Not Star...	Eligibility Pe...		Actions
2677	Angelic Arrivals Elementary (Test...	Public School	Logan Vic...	1	0/4	Not Star...	Eligibility Pe...		Actions
2749	Bloom & Grow Elementary (Testi...	Public School	Lucy Chloe	1	0/3	Not Star...	Eligibility Pe...		Actions
2793	Bloom & Grow Elementary (Testi...	Center	Jonathan ...	1	0/3	Not Star...	Eligibility Pe...		Actions
340	Blossom Beams Elementary (Tes...	Family Day ...	Samuel O...	1	0/2	Not Star...	Eligibility Pe...		Actions

### Find Site ID on a Downloaded Report

1. At the top of your **Dashboard**, click on the **Reports** tab.



2. Select **"Site Registration Report"** from the **Report** drop-down. Click on **"Export"** to download the report.



# LinkB5GUIDES

3. Open the report. Site ID is in column E, "Site ID".

	A	B	C	D	E	F	G	H	I
1	Region Name	Region ID	FIPS/Locality	Site Name	Site ID	Phase	Profile Status	Public School	School'
2	Region 4 - Ce	25	51041 - Ches	Sweet Beg	126	Registration	Not Started	No	2024 - 2
3	Region 1 - So	22	51063 - Floy	Angelic Ach	301	Registration	Not Started	No	2024 - 2
4	Region 1 - So	22	51121 - Mont	Happy Day	302	Registration	Not Started	No	2024 - 2
5	Region 1 - So	22	51520 - Brist	Cherished	502	Registration	Not Started	No	2024 - 2
6	Region 1 - So	22	51155 - Pulas	Twinkle Toes	563	Registration	Not Started	No	2024 - 2
7	Region 1 - So	22	51185 - Taze	Silly Squirr	571	Registration	Not Started	No	2024 - 2
8	Region 1 - So	22	51071 - Giles	Tiny Tales	576	Registration	Not Started	No	2024 - 2
9	Region 4 - Ce	25	51570 - Colo	Creative K	718	Registration	Not Started	No	2024 - 2

## 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)