

## VQB5 2025-2026 Registration Guide

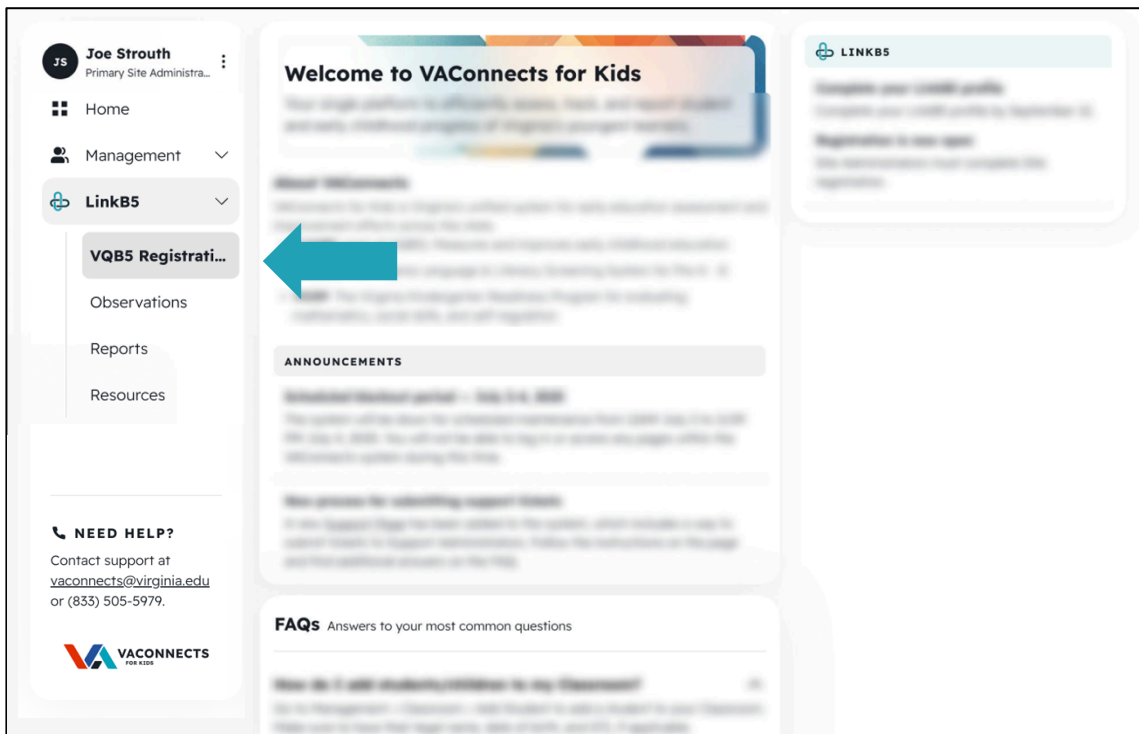
For Primary Site Administrators, including Family Day Home Providers and Multi-Site Administrators who are also a Primary Site Administrator.

### Section Overview

<b>Section A</b>	Page 1- 3	Navigate to Registration
<b>Section B</b>	Page 4-6	Review and Answer Site Participation Questions
<b>Section C</b>	Page 7-16	Complete Four-Step Registration Flow

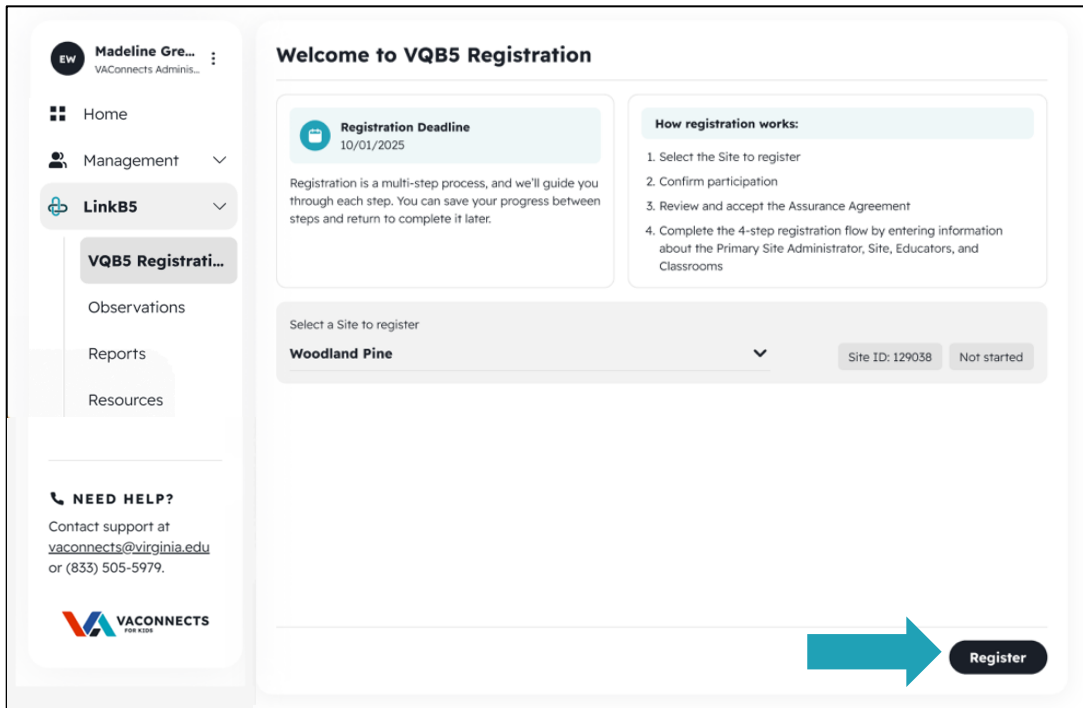
### Section A: Navigate to Registration

1. Select “**LinkB5**” in the left-hand navigation.
2. Select “**VQB5 Registration**” under “**LinkB5.**”



If you are a Primary Site Administrator at multiple sites, skip to page 3.

3. Click “Register.”



The screenshot shows the VQB5 Registration interface. On the left is a sidebar with a user profile for Madeline Gre... (VAConnects Adminis...), navigation links for Home, Management, LinkB5, and VQB5 Registrati..., and a 'NEED HELP?' section with contact information. The main content area is titled 'Welcome to VQB5 Registration' and includes a 'Registration Deadline' of 10/01/2025, a multi-step process description, and a 'How registration works' section with four steps. Below this is a form to 'Select a Site to register' with 'Woodland Pine' selected and 'Site ID: 129038' and 'Not started' displayed. A large blue arrow points to a 'Register' button at the bottom right.

Continued in Section B on page 4


## For Multi-Site Administrators ONLY

- From the **Sites Overview Page**, click the **“Register”** button.

**VQB5 Registration**

**Sites Overview**  
Mia Armstrong Site Administrator

1/14 Sites completed      34/279 Student/child lists added      71/401 Educator profiles completed

Filter    Email Registration Reminders     **Register**

SITE Name	Site ID	Type	CONTACT	SITE STATUS			Registration
			Primary Site Ad...	Access to...	Eligibilit...	Registration	
<a href="#">Aloe Acres Academy</a>	123456	Center	<a href="#">Rivian Owens</a>	Granted	Yes	● Completed	⋮
<a href="#">Berry Bright Elementary</a>	123456	Center	<a href="#">Pamela Umb...</a>	Pending	Yes	● Completed	⋮
<a href="#">Bamboo Bright Element...</a>	123456	Family...	<a href="#">Benjamin Yun</a>	Granted	No	● Not participating	⋮
<a href="#">Cactus Creek Academy</a>	123456	Family...	<a href="#">William Hutry</a>	Not requ...	-	● Not started	⋮

- Click the dropdown arrow to select a Site to register. You will only be able to pick from Sites at which you are assigned as a Site Administrator.
- Click **“Register.”**

**Welcome to VQB5 Registration**


**Registration Deadline**  
10/01/2025



Registration is a multi-step process, and we'll guide you through each step. You can save your progress between steps and return to complete it later.

**How registration works:**

- Select the Site to register
- Confirm participation
- Review and accept the Assurance Agreement
- Complete the 4-step registration flow by entering information about the Primary Site Administrator, Site, Educators, and Classrooms

Select a Site to register

**Woodland Pine**  Site ID: 129038 Not started

  **Register**

## Section B: Review and Answer Site Participation Questions


Primary Site Administrators (PSAs) are required to confirm participation and accept the Assurance Agreement before any other Site Administrator can enter registration. If you are a Multi-Site PSA, you must confirm participation and accept the Assurance Agreement for each site for which you are a PSA before additional Site Administrators can enter registration. Once accepted, additional Site Administrators can access Registration using Section A.

### Review and Answer your Site Participation Questions

1. Answer the funding question.
  - If you answer “**Yes,**” click “**Submit**” and move on to the **Review and Accept Assurance Agreement** section.


### Confirm Participation

First, let's confirm your participation.

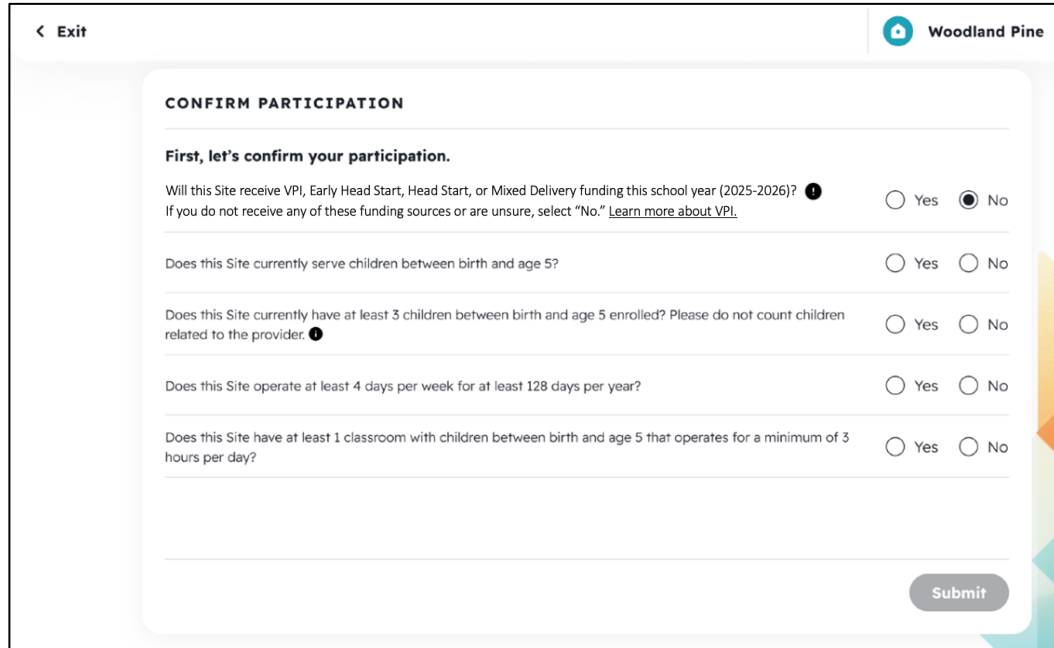
Will this Site receive VPI, Early Head Start, Head Start, or Mixed Delivery funding this school year (2025-2026)? 

If you do not receive any of these funding sources or are unsure, select “No.” [Learn more about VPI.](#)

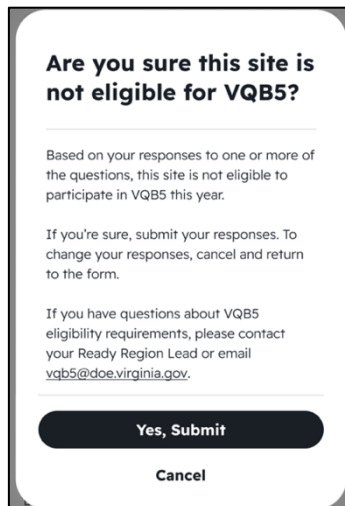
Yes  No



- If you answer **“No,”** four additional site participation questions appear below.



2. Answer the **four additional site participation questions** and click **“Submit”**.
  - If you answer **“Yes”** to all questions move on to the **Review and Accept the Assurance Agreement** step below.
  - If you answer **“No”** to any of the four additional site participation questions, the site will be marked as not eligible for VQB5. Review the confirmation pop-up and submit to complete VQB5 Registration for this site.



## Review and Accept the Assurance Agreement

1. Review the Assurance Agreement. Click **“Accept”** to proceed.

**Assurance Agreement**

Publicly-funded Sites must complete 3 activities annually to meet the legislative requirement. Non-publicly-funded Sites who opt-in to VQB5 must also complete these activities in order to receive a public quality profile.

- 1. All VQB5 participants are required to use VAConnects to provide information about their Sites, Classrooms, Educators, and child enrollment through the completion of various profiles. This includes using VAConnects to:**
  - a. Complete Site, Site Administrator, Educator, and Classroom profiles during annual registration, August 15 - October 1.
  - b. Enter information about optional use of VDOE-approved curriculum for each classroom by October 1, with the option to update curriculum information by May 31.
  - c. Inform all families about VQB5 and complete student/child lists as applicable by December 22.
- 2. Every eligible classroom must complete 2 local CLASS® observations, 1 in the fall and 1 in the spring, with scores entered in VAConnects.**
  - a. The fall local observation window occurs from August 15 to December 22.
  - b. The spring local observation window occurs from January 20 to May 31.
- 3. In addition to the 2 local CLASS® observations, all participating Sites must participate in external CLASS® observations for each age-level served, between August 15 and May 31.**

Once you accept the Assurance Agreement, you cannot change your answers to the participation questions without contacting LinkB5 support.

I would like more information before accepting

## Grant Ready Region Lead Access

1. If you have not previously granted access to your site(s) to your Region Leads, a pop-up will appear. Review and click **“Yes, Grant Access”** or **“Skip.”**

**Do you want to grant Site access to your Ready Region Leads?**

If you grant Site access to your Ready Region Leads, they can:

- Edit the Site and Classroom profiles
- Enter CLASS® scores for the Site's Classrooms
- View (but not edit) Site Administrator and Educator/Assistant Educator profiles for the Site

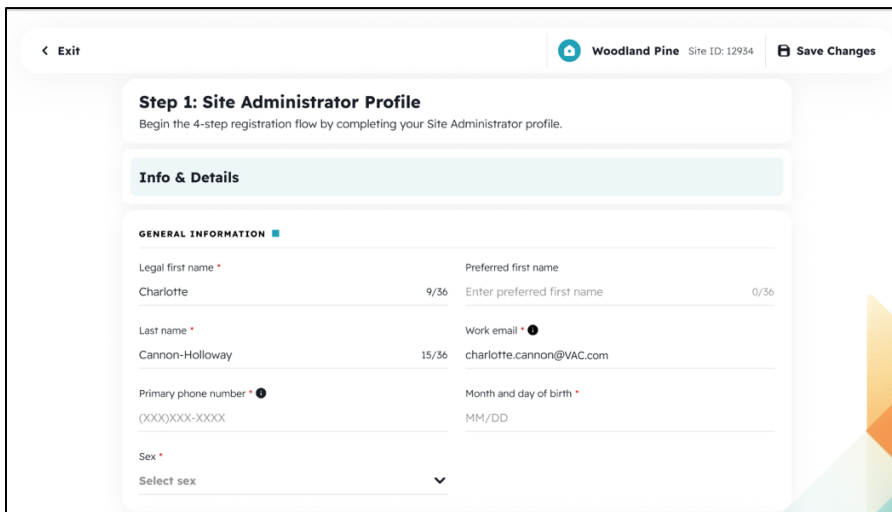
You can revoke this access at any time in Management of the Site.

## Section C: Complete the Four-Step Registration Flow

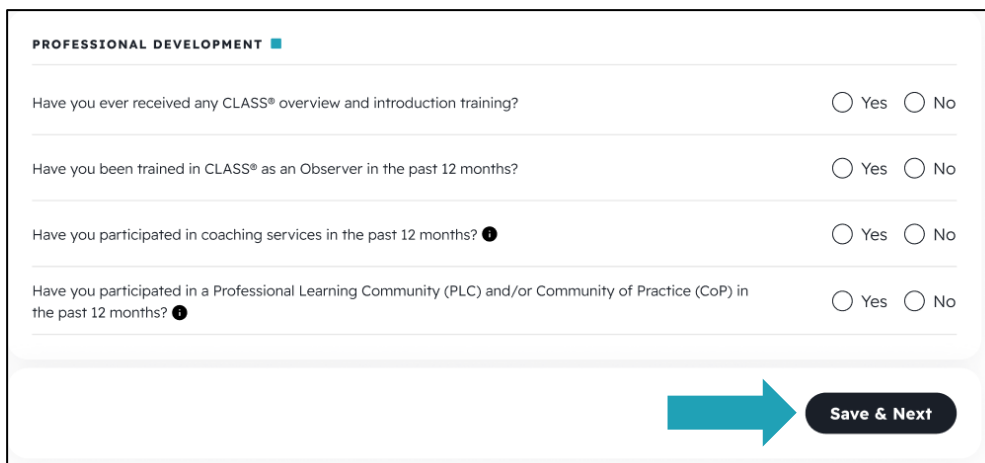
You are now ready to begin the Four-Step Registration Flow. All four steps of VQB5 Registration must be completed for a Site before any Educators at that site can log in to LinkB5.

### Step 1: Complete your Site Administrator Profile

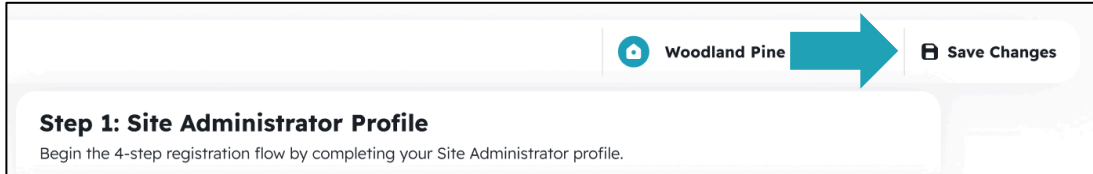
1. Complete all fields (a partial preview is below). The form will not be saved if the required fields (marked with a red \*) are not filled out.



2. Click **“Save & Next”** at the bottom of the page to continue to the next registration step. You will receive an email confirmation that you have completed your Site Administrator profile. The confirmation will be sent to the email address you use to log in to LinkB5 in VACconnects.

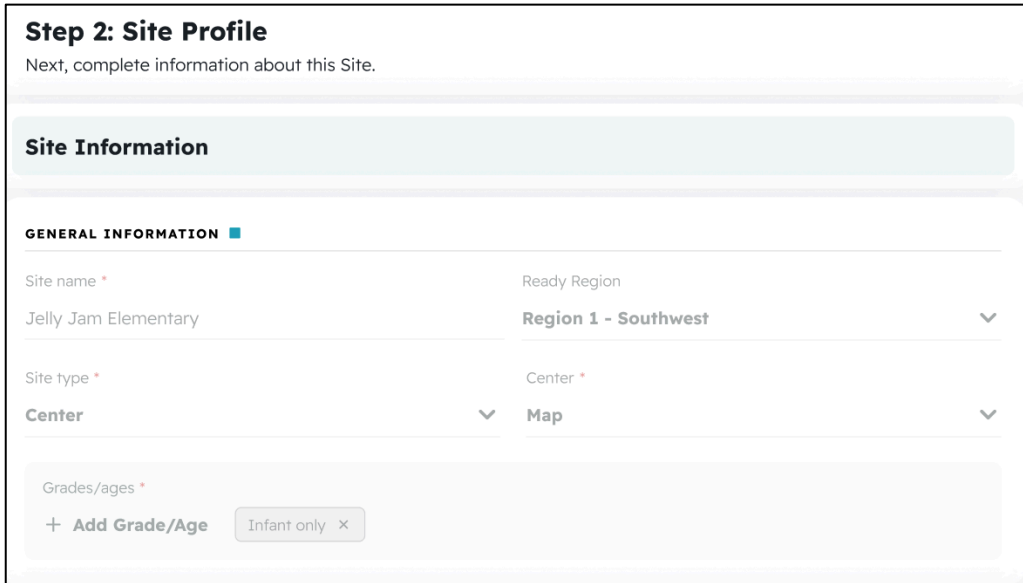


3. If you are not ready to continue, click **“Save Changes”** at the top of the page to save for later.



## Step 2: Complete the Site Profile

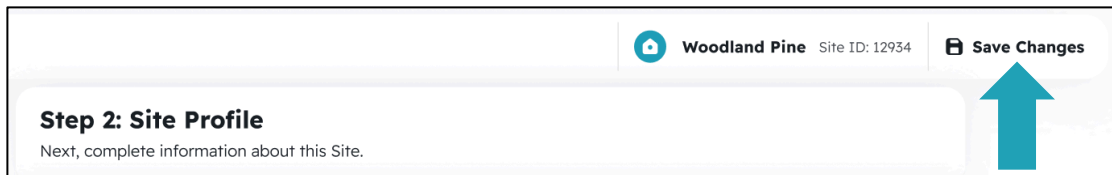
1. Complete all fields (a partial preview is below). The form will not be saved if the required fields (marked with a red \*) are not filled out.



2. Click **“Save & Next”** at the bottom of the page to continue to the next step of registration or click **“Previous”** to return to the previous step.



3. If you are not ready to continue, click **“Save Changes”** at the top of the page to save for later.

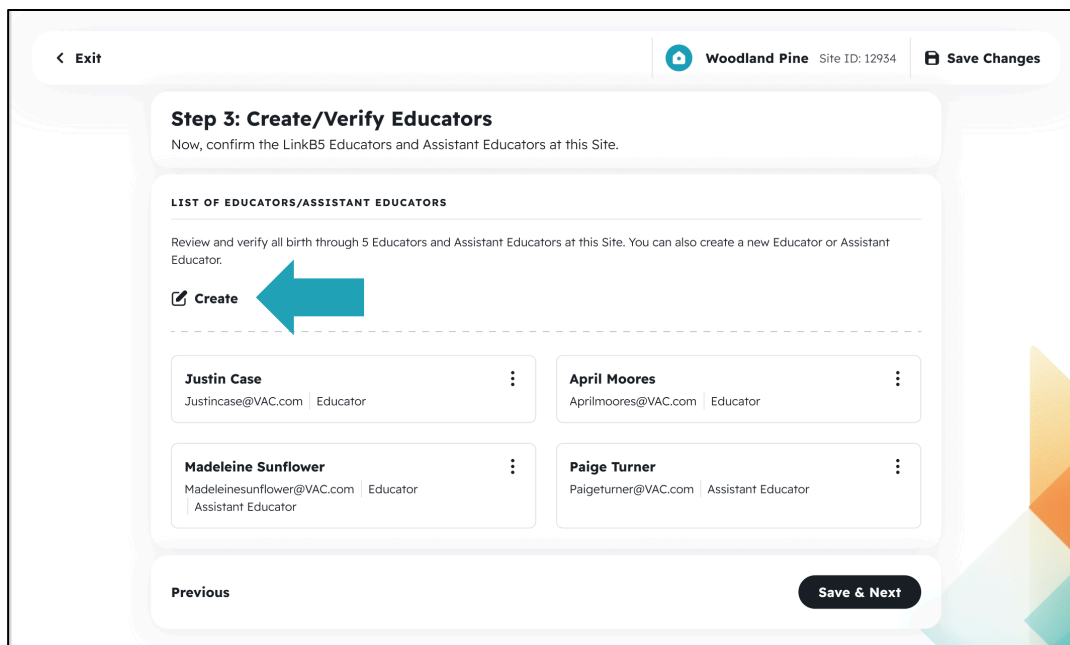


### Step 3: Add and Verify Educators and Assistant Educators

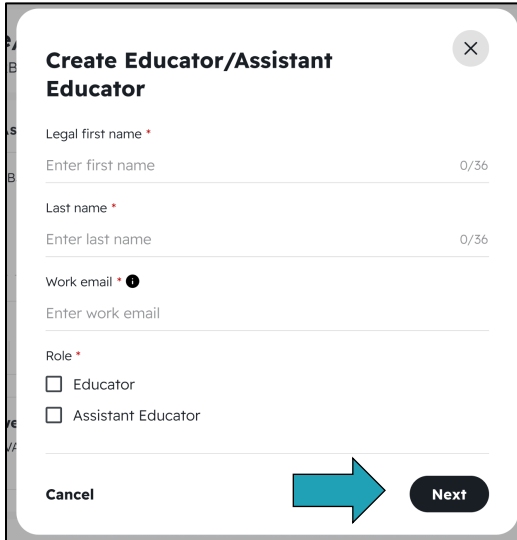
If your site was registered in LinkB5 last year, a list of your previous Educators and Assistant Educators will appear in the Educators/Assistant Educators list. If not, your list will be blank. You can edit/delete previous Educators and Assistant Educators or you can create new Educators and Assistant Educators.

#### To add new Educators and Assistant Educators:

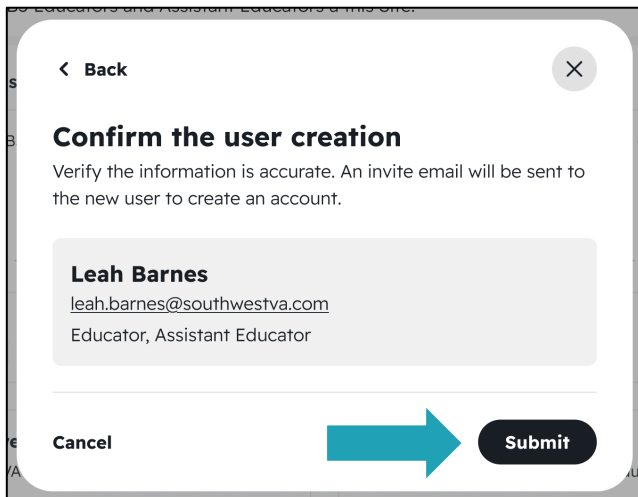
1. Click the **“Create”** button.



- 
2. In the pop-up window, complete all fields.
3. Click **“Next.”** The Educator or Assistant Educator will not be created if the required fields (marked with a red \*) are not filled out.



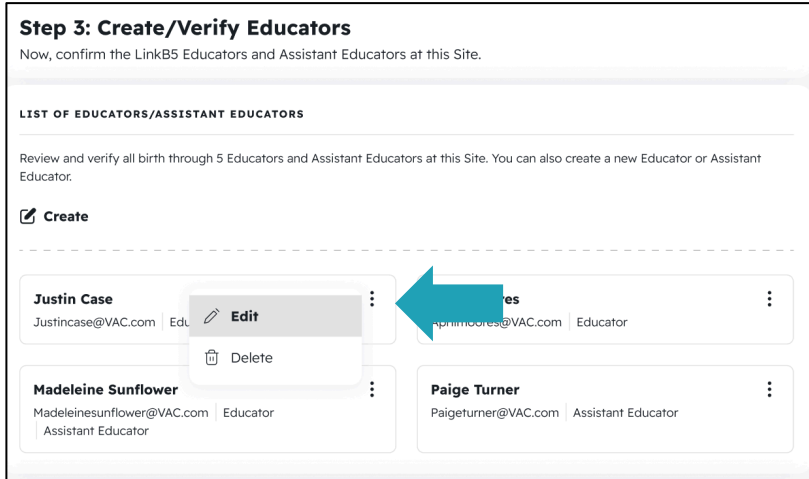
- 
- 
- 
4. Review the new Educator or Assistant Educator’s information and click **“Submit.”**



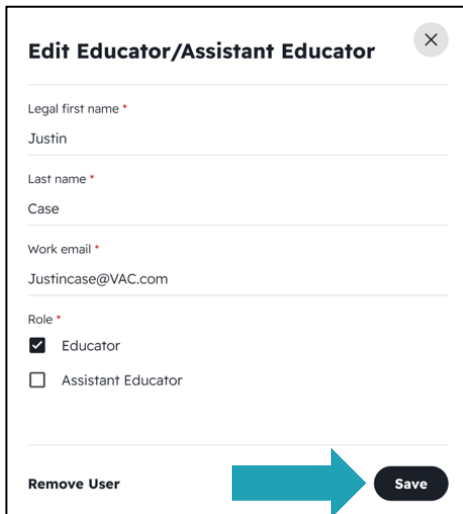
Note: If an error message pops up stating the *“email address is already in use,”* please contact the LinkB5 Hotline for assistance (see contact information at the end of this document).

### To verify or edit existing Educators and Assistant Educators:

1. Click the menu next to the Educator or Assistant Educator's name.
2. Select **"Edit"** from the dropdown list.

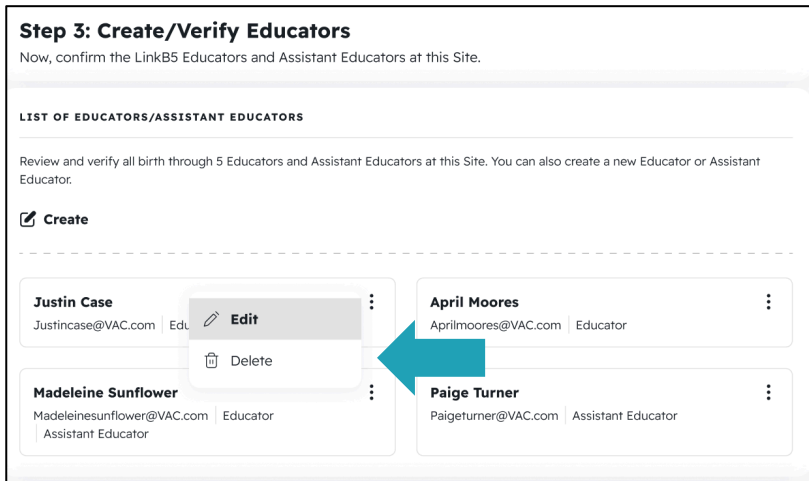


3. In the pop-up window, make all edits.
4. Click **"Save."**

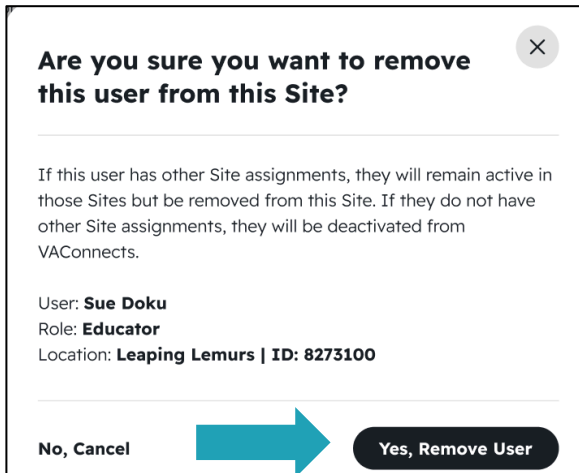


### To delete existing Educators and Assistant Educators:

1. Click the menu next to the Educator or Assistant Educator.
2. Select **“Delete”** from the dropdown list.

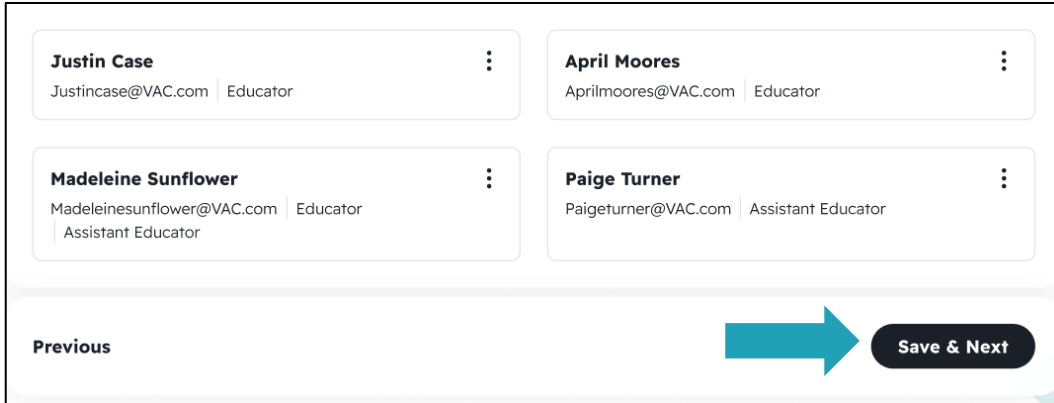


3. Review the pop-up and click **“Yes, Remove User.”**



**To continue VQB5 registration:**

1. Once you are done adding and verifying your Educators and Assistant Educators, click "Save & Next."



The screenshot shows a grid of educator profiles. Each profile includes a name, email address, and role. At the bottom, there is a 'Previous' button on the left, a large blue arrow pointing right, and a 'Save & Next' button on the right.

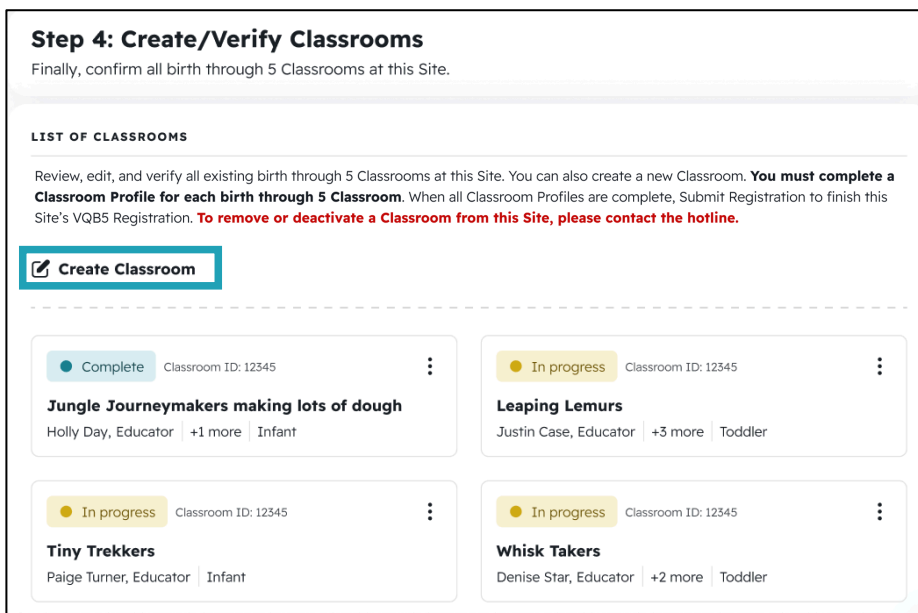
<b>Justin Case</b> Justincase@VAC.com   Educator	<b>April Moores</b> Aprilmoores@VAC.com   Educator
<b>Madeleine Sunflower</b> Madeleinesunflower@VAC.com   Educator Assistant Educator	<b>Paige Turner</b> Paigeturner@VAC.com   Assistant Educator

**Step 4: Add and Verify Classrooms**

If your site registered in LinkB5 last year, a list of your previous Classrooms will appear in the Classrooms list. If not, your list will be blank.

**To add new Classrooms:**

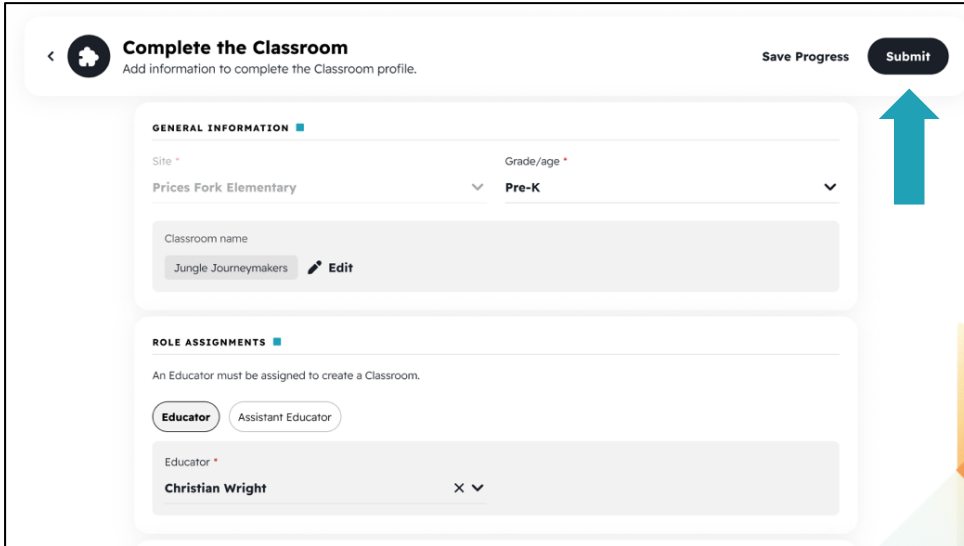
1. Click the "Create Classroom" button.



The screenshot shows the 'Step 4: Create/Verify Classrooms' interface. It includes a 'LIST OF CLASSROOMS' section with a 'Create Classroom' button highlighted. Below the list, there are four classroom cards, each with a status indicator (Complete or In progress), a title, and a list of educators and their roles.

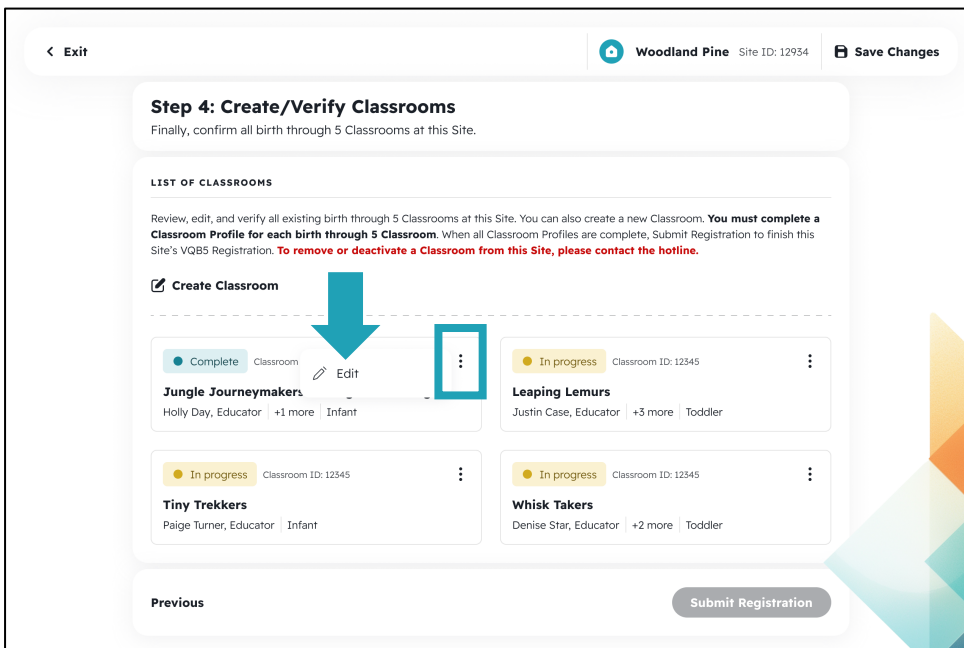
Complete	In progress
<b>Jungle Journeymakers making lots of dough</b> Holly Day, Educator   +1 more   Infant	<b>Leaping Lemurs</b> Justin Case, Educator   +3 more   Toddler
<b>Tiny Trekkers</b> Paige Turner, Educator   Infant	<b>Whisk Takers</b> Denise Star, Educator   +2 more   Toddler

2. In the next window, complete all fields.
3. Click **“Submit.”** The Classroom will not be created if the required fields (marked with a red \*) are not filled out.

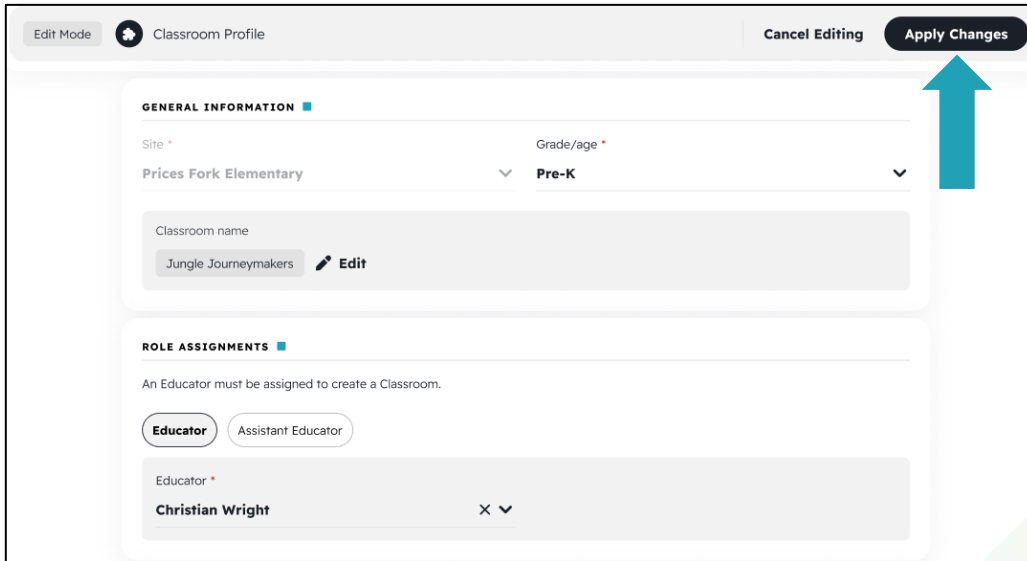


### To edit existing Classrooms:

1. Click the menu next to the Classroom name.
2. Select **“Edit”** from the dropdown list.



3. Make all edits.
4. Click **“Apply Changes.”**



The screenshot shows the 'Classroom Profile' edit mode interface. At the top, there are buttons for 'Edit Mode', 'Cancel Editing', and 'Apply Changes'. The 'Apply Changes' button is highlighted with a blue arrow. Below the buttons, there are two main sections: 'GENERAL INFORMATION' and 'ROLE ASSIGNMENTS'. The 'GENERAL INFORMATION' section includes fields for 'Site' (Prices Fork Elementary), 'Grade/age' (Pre-K), and 'Classroom name' (Jungle Journeymakers). The 'ROLE ASSIGNMENTS' section includes a message 'An Educator must be assigned to create a Classroom.' and two buttons: 'Educator' and 'Assistant Educator'. Below these buttons, there is a dropdown menu for 'Educator' with 'Christian Wright' selected.

### To deactivate existing Classrooms:

1. To deactivate a Classroom, please contact the LinkB5 Support Team.

### To finish Registration:

1. Click **“Submit Registration”** to finish registration.




The screenshot shows a navigation bar with two buttons: 'Previous' on the left and 'Submit Registration' on the right. A blue arrow points from the 'Previous' button to the 'Submit Registration' button.

## For Multi-Site Administrators ONLY

1. Return to the Sites Overview Page.
2. Repeat these steps for all sites to which you are assigned as Primary Site Administrator.

### VQB5 Registration



**Sites Overview**  
Mia Armstrong Site Administrator

**1/14**  
Sites completed

**34/279**  
Student/child lists added

**71/401**  
Educator profiles completed

▼ Filter
✉ Email Registration Reminders
Register

SITE Name	Site ID	Type	CONTACT	SITE STATUS			
			Primary Site Ad...	Access to...	Eligibilit...	Registration	
<a href="#">Aloe Acres Academy</a>	123456	Center	<a href="#">Rivian Owens</a>	Granted	Yes	● Completed	⋮
<a href="#">Berry Bright Elementary</a>	123456	Center	<a href="#">Pamela Umb...</a>	Pending	Yes	● Completed	⋮
<a href="#">Bamboo Bright Element...</a>	123456	Family...	<a href="#">Benjamin Yun</a>	Granted	No	● Not participating	⋮
<a href="#">Cactus Creek Academy</a>	123456	Family...	<a href="#">William Hutry</a>	Not requ...	-	● Not started	⋮
<a href="#">Cedar Shade School</a>	123456	Family...	<a href="#">Nadine Tavern</a>	Pending	Yes	● Assurance pendi...	⋮
<a href="#">Daisy Dell Elementary</a>	123456	Center	<a href="#">Ophelia Com...</a>	Granted	Yes	● In progress	⋮
<a href="#">Elmwood Explorers Acad...</a>	123456	Public...	<a href="#">James Archer</a>	Denied	Yes	● Completed	⋮
<a href="#">Evergreen Edge School</a>	123456	Center	<a href="#">Isabella Allen</a>	Granted	Yes	● Completed	⋮

## Need Technical Help? Contact the LinkB5 Support Team

- **Live Chat:** Available on the [VAConnects website](#)
- **Phone:** 1-833-554-6525
- **Email:** [linkb5support@virginia.edu](mailto:linkb5support@virginia.edu)
- **LinkB5 Resources:** <https://resources.linkb5.virginia.edu/>

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