

2023 VQB5 REGISTRATION: STEP-BY-STEP USER GUIDE

ADDITIONAL SITE ADMINISTRATOR/MULTI-SITE ADMINISTRATOR

**Multi-Site Admin need to click the pencil icon next to one of their sites to begin the 4-step flow*

STEP BY STEP FLOW

- Receive an invitation email welcoming you to VQB5 Registration.
- Follow email instructions to log in.
 - If this is your first-time logging into LinkB5...
 - Create a password that meets the listed requirements.
 - If you have logged into LinkB5 before...
 - You will use the email address and password you created when you were first invited to LinkB5.
 - If you have forgotten your password, click 'Forgot Password' and follow onscreen instructions.
- A pop-up message will appear on your screen, letting you know to follow the stepped flow.
- Follow the 4-stepped flow as outlined below:
 1. Complete the **Site Admin Registration Profile**. A confirmation email will be sent to you when you submit your Site Admin registration.
 2. Complete the **Site Registration** profile.
 3. Add/ verify your site's **list of educators**.
 - Click the pencil icon under Actions to the far right of educator name on the list to make any needed changes.
 - Click on the trash can icon under Actions to the far right of educator name to inactivate any educators no longer at this site.
 - Click the "Add New Educator/ Assistant" button to add any new educator(s) to your site.
 - Click the "Complete" button on the bottom right of the page.
 4. Add/ verify your site's **list of classrooms**.
 - Click on the pencil icon next to the classroom name to make any needed changes.
 - Click on the trash can icon to inactivate any classroom that no longer exists at your site.
 - Click on the "Add New Classroom" button to add any new classroom(s) at your site.
 - Click the "Complete" button on the bottom right of the page.
 - You will see a banner on your Home dashboard stating that you have completed classroom setup, and can now add CLASS Observation scores and Student Lists.
- Invite any additional site admin.
 - From your "Manage Users" tab, Use 'Filter by Roles' to filter for 'Site Director/Site Admin.'
 - Then click 'Enable Batch' to allow you to 'Select All' site admin listed.
 - Click the 'Batch Email' button to send the Registration invite email to all site admin.
 - Use the "Add New User" button to add and invite any new Site Admin.

****If you are a Multi-Site Administrator, you will be directed to your Home page to repeat steps 2-4 for each additional site.***

- ❑ Invite your educators and assistants to complete their **VQB5 Registration** profile.
***Educators can log in and complete their Educator Profile only AFTER a site has completed all four steps of the VQB5 Registration flow.**
 - From your “Manage Users” tab, use ‘Filter by Roles’ to filter for ‘Educator/Lead Educator’ and ‘Assistant.’
 - Then click ‘Enable Batch’ to allow you to ‘Select All’ educators/assistants listed.
 - Click the ‘Batch Email’ button to send the Registration invite email to all educators/assistants.
 - Use the “Add New User” button to add and invite any new educators/assistants.
- ❑ Click on the ‘Home’ tab to view your dashboard and track the completion of Educator/Assistant Registration at your sites using the interactive bar charts and tables.

Have questions about VQB5 or Registration? Contact Virginia Early Childhood Foundation Support Team by phone at (804) 358-8323 or email vqb5@doe.virginia.gov. **Need technical help using LinkB5?** Contact LinkB5 Support Team through our [live chat](#), by phone at 1-833-554-6525 or email linkb5support@virginia.edu