

2023 VQB5 REGISTRATION: STEP-BY-STEP USER GUIDE

EDUCATOR/ASSISTANT

**Educators cannot log in and complete their VQB5 Registration until a Site Administrator has completed VQB5 registration for the Site.*

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 welcome you to VQB5 Registration.
- Complete the ***Educator/Assistant Registration*** page.
 - When you are finished entering information, click '**Save & Complete**' at the bottom of the page.
- You will see a pop-up message letting you know that your Educator Registration is complete, and that a confirmation email has been sent to you.

Have questions about RecognizeB5? Contact Virginia Early Childhood Foundation Support Team by phone at (804) 358-8323 or email at recognizeB5@VECF.org

Have Questions about VQB5? Contact the Virginia Department of Education VQB5 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