

GRANTING ACCESS TO REGIONAL ADMINISTRATORS

SITE ADMIN STEP-BY-STEP USER GUIDE

SECTION 1: STEP-BY-STEP FLOW

Site Admin can grant access to their sites for Regional Admin to assist with profile completion and CLASS score entry, at any time. A Regional Admin might request access, or you might grant it to them without their request.

There are two possible steps to take to grant access:

- If you have not received a request from a Regional Admin but wish to grant them access: On your site dashboard (Multi-Site Admin: click into the individual site) Click on the Pencil icon next to the blue lock icon "Access Status". Once you have granted access, the blue lock icon will change to a green unlocked icon.
- If the Regional Admin has requested access, respond to the pop-up message request when you log in. Once you have granted access, the blue lock icon will change to a green unlocked icon.

SECTION 2: WHAT GAINING ACCESS MEANS

Granting access gives the Regional Admins the ability to:

- Edit the Site profile and Classroom profile(s), and enter CLASS scores for the site's classrooms
- View (but not edit) Site Admin and Educator/Assistant profiles for this site
- Export CLASS scores, from any year, for every classroom at this site
- Export the VQB5 Results report for this site

Access can be revoked at any time and re-granted at any time. ALL Site Admin within a site have granting and revoking capabilities, and ALL Regional Admin within your Region have access once it's granted.

Need technical help using LinkB5?

Contact LinkB5 Support Team:

Live chat available on the [LinkB5 website](#)

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