

VQB5 2024-2025 Registration

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

Section Overview

Section A	Page 1	Log into LinkB5
Section B	Page 1-4	Complete Pre-Registration Steps
Section C	Page 5-11	Complete the 4-Step Registration Flow

Section A: Log in to LinkB5

1. Find your VQB5 registration **invitation email**.
2. Log in to LinkB5. For additional support on creating a password, logging in, or resetting your password, see the “Log In to LinkB5 or Reset Your Password” guide.

Section B: Complete Pre-Registration Steps

Primary Site Administrators (PSA) are required to complete the Pre-Registration steps before any other Site Administrator can log in to LinkB5. If you are a Multi-Site Administrator, you must complete the Pre-Registration steps for each site for which you are the PSA before additional Site Administrators can log in at each site.

Review and Answer Site Eligibility Questions

- Answer the VPI funding and click on “**Next**”
 - If you answer **No**:
 - Move on to **Answer the Four Additional Screener Questions** step.
 - If you answer **Yes**:
 - Move on to the **Review and Accept the Assurance Agreement** step.

LinkB5 Welcome, PSA- Center Single Site Lori test

Home Manage Users Observations Reports LinkB5 Resources Site Admin

Site Registration

Welcome to VQB5 registration. The LinkB5 system will walk you through the steps to complete VQB5 Registration. Save your progress after each step. If you do not finish, you can log back into LinkB5 to continue your VQB5 Registration, but you must complete all the steps before the deadline.

Please complete the below questions to determine initial site eligibility.

Are you a VPI program participant or receive VPI Funding? *

Select an answer...

Next

Answer the Four Additional Screener Questions, If Applicable

- Answer all questions and click on “**Next**”.
 - If you answer **No** to one or more of the screener questions:
 - You will be logged out of LinkB5.
 - If you answer **Yes** to all questions:
 - Move on to the **Review and Accept the Assurance Agreement** step below.

Site Registration

Welcome to VQB5 registration. The LinkB5 system will walk you through the steps to complete VQB5 Registration. Save your progress after each step. If you do not finish, you can log back into LinkB5 to continue your VQB5 Registration, but you must complete all the steps before the deadline.

Please complete the below questions to determine initial site eligibility.

Are you a VPI program participant or receive VPI Funding? *

No

Does this site currently serve children between birth and age five?*

Select an answer...

Does this site currently have at least 3 children between birth and age five enrolled?*

Please do not count children related to the provider

Select an answer...

Does this site operate at least four days per week for at least 128 days per year?*

Select an answer...

Does this site have at least one classroom with children between birth and age five that operates for a minimum of 3 hours per day?*

Select an answer...

Next

Review and Accept the Assurance Agreement

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

Assurance Agreement

Please review the information and then indicate your agreement below.

also complete these activities in order to receive a public quality promise.

1. All VQB5 participants are required to use LinkB5 to provide information about their sites, classrooms, teachers, and child enrollment through the completion of various profiles. This includes using LinkB5 to:
 - Complete site, site administrator, educator, and classroom profiles during annual registration, August 15 - October 1.
 - 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.
 - Complete classroom lists by December 22 to better understand the impact of classroom experiences on child outcomes.
2. Every eligible classroom must complete [two local CLASS observations](#), one in the fall and one in the spring, with scores entered in LinkB5.
 - The fall local observation window occurs from August 15 to December 22.
 - The spring local observation window occurs from January 20 to May 31.
3. In addition to the two local CLASS observations, all participating sites must participate in [external CLASS observations](#) for each age-level served between August 15 and May 31.

[I would like more information before accepting](#)

Grant Access to Regional Leads

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

Grant Regional Lead Access

You can grant site access to your Regional Leads so they can assist your work. If you grant your Regional Lead(s) access, they will be able 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

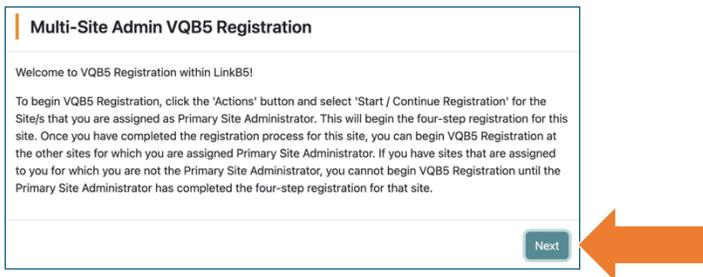
Note: If you grant your Regional Leads site access, you can revoke that access at any time in the future.

You are now ready to begin the 4-Step Registration Flow.

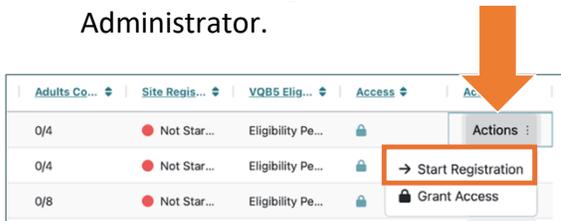
- If you are a **Multi-Site Administrator**, see the next step (below).
- **If you are not**, skip to Section C and **Complete the 4-Step Registration Flow**.

For Multi-Site Administrators ONLY

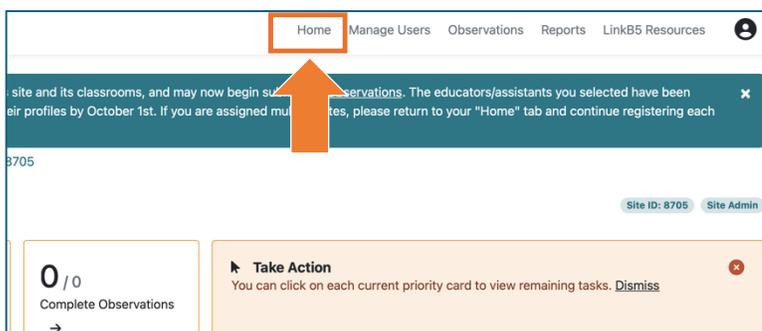
- Review the instructions pop-up. Click on **“Next”** to continue to your Dashboard.



- From your Multi-Site Dashboard, begin the 4-Step Registration Flow at your first site.
 - Click on the **“Actions”** button.
 - Select **“Start Registration”** for the sites to which you are assigned Primary Site Administrator.



Once you have completed the **4-Step Registration Flow** for your first site, you will return to that Site’s Dashboard. Click the **“Home”** tab to return to your Multi-Site Dashboard and repeat the above steps for each additional site to which you are assigned as a Primary Site Administrator.



Section C: Complete the 4-Step Registration Flow

All four steps of the 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

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

VQB5 Registration

1 Site Admin Registration 2 Site Registration 3 Add/Verify Educators 4 Add/Verify Classrooms

Site Admin/Director Information
Please confirm or update your Site Admin information.

First Name * Hannah
Maiden Name (if applicable) Luke
Last Name * Aiden
Work Email Address * 25272052@8EC0D493.com

Primary Phone Number * (101) 741-2844
Month and Day of Birth * 02/21
Multilingual? Please select an answer...
Gender Non-Binary

Type - Highest Degree * PhD
Content Area - Highest Degree/Credential Train
Do you have a degree in early childhood? Please select an answer...
Years of experience in early childhood? * Please select an answer...

- At the bottom of the page, click on **“Continue”** to set up the Site Profile or **“Save for Later”** to save your progress and log out.

Save for Later Back Continue

- If you select **“Save for Later”**, review the confirmation and click on **“Cancel”** or **“Ok”**.

Confirmation

Are you sure you want to exit the registration flow? Your progress will be saved, and this action will log you out.

Cancel Ok

You will receive an email to confirm that you have completed your Site Administrator profile. The confirmation will be sent to the email address you used to log in to LinkB5.

Step 2: Complete the Site Profile

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

- At the bottom of the page, click on **“Continue”** to add and verify educators and assistants or **“Save for Later”** to save your progress and log out, or **“Back”** to return to **Complete Your Site Administrator Profile**.

Step 3: Add and Verify Educators and Assistants

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

- **To add:** Click on “Add New Educator/Assistant”.
- **To edit:** Click on the **pencil** icon next to existing Educators and Assistants.
- **To delete:** Click on the **trash can** icon to delete Educators or Assistants who are no longer at your site.
- **To continue:** Click on “Save for Later” or “Continue”.

VQB5 Registration

1 Site Admin Registration 2 Site Registration 3 Add/Verify Educators 4 Add/Verify Classrooms

Educators/Assistants
Please confirm the Educators/Assistants at your school.

+ Add New Educator/Assistant

Educator/Assistant Name	Email	Role	Actions
Owen David	1875EAB2@30BFC1DC.com	Educator	

Save for Later Back Continue

To Add/Edit:

- Click on “Add New Educator/Assistant” to add or the **pencil** icon to edit.
- Fill out or edit all fields.
- Click on “Save” to save the Educator or Assistant or “Cancel” to return to the previous screen. The form will not save if the required fields (marked with a red *) are not filled out.

If you see an error message that the “*email address is already in use,*” contact the LinkB5 Hotline for assistance (see contact information at the end of this document).

Add New Educator/Assistant

Educator/Assistant First Name *
Samantha

Educator/Assistant Last Name *
Noah

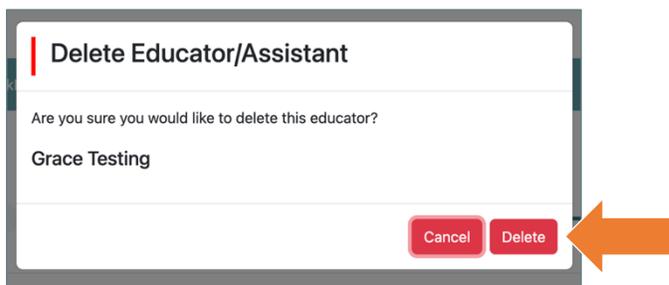
Email Address *
1aeb2740@02910bc3.com
Email is already in use.

Role *
Educator

Cancel Save

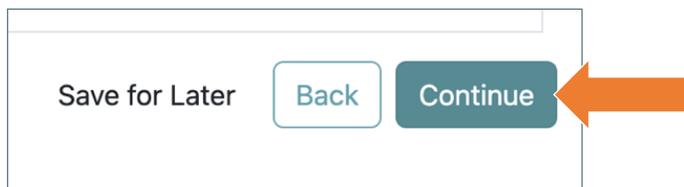
To Delete:

- Click on the **trash can** icon.
- Click on **“Delete”** to remove the Educator or Assistant or **“Cancel”** to return to the previous screen.



To Continue:

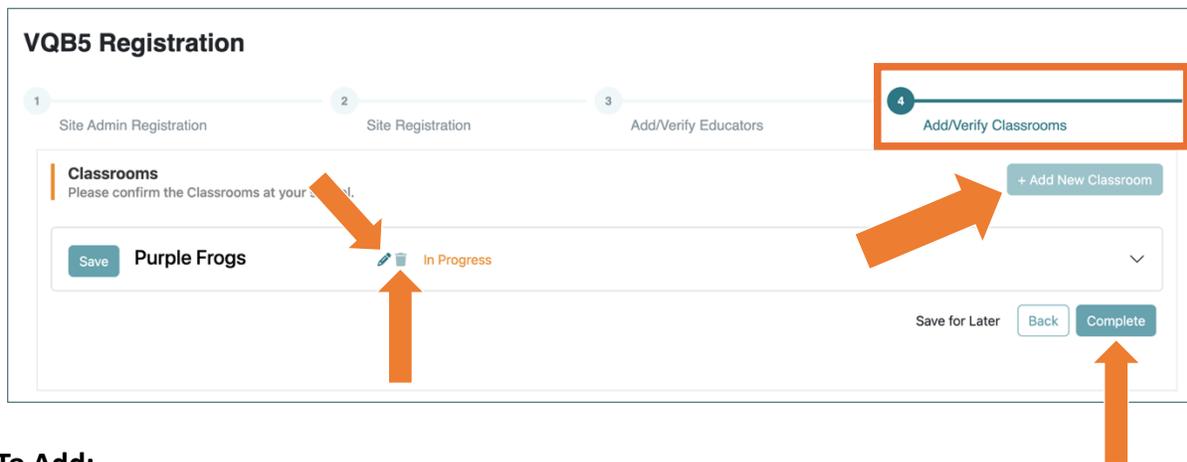
- Click on **“Save for Later”** to save progress and log out, **“Back”** to return to Step **“Complete the Site Profile,”** or **“Continue”** to proceed to Add/Verify Classrooms.



Step 4: Add and Verify Classrooms

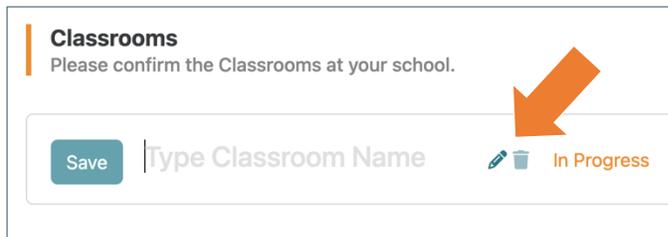
If your site registered in LinkB5 last year, a list of your previous Classrooms will appear in the **Classrooms** list. If not, your list of classrooms will be blank.

- **To add:** Click on “**Add New Classroom**”.
- **To edit:** Click on the **pencil**.
- **To delete:** Click on the **trash can** icon to delete Classrooms that are no longer at your site.
- **To continue:** click on “**Save for Later**” or “**Complete**”.



To Add:

- Type in the **Classroom** name.
- Click on the **pencil** icon to start the **Classroom Profile** page.



- Complete all fields (a partial preview is below).
- Click on “**Save**” to continue. The form will not save if the required fields (marked with a **red ***) are not filled out.

The screenshot shows a form titled "Purple Frogs" with a "Save" button and an "In Progress" status. The form is divided into sections: "CLASSROOM PROFILE", "Languages of Instruction", and "Revenue Sources". The "CLASSROOM PROFILE" section includes fields for "Is classroom operating on a full-time schedule?" (marked with a red asterisk), "Please select an answer...", "Names of Educators/Assistants" (marked with a red asterisk), "Select an Adult...", and "Are classroom days and hours the same as the site?". The "Languages of Instruction" section includes "Please select an answer...". The "Revenue Sources" section includes checkboxes for "None of these", "Child Care Access Means Parents in School (CCAMPIS)", "Child Care Subsidy Program (VA CCSP)", "DOD On-base Child Care", "Early Childhood Special Care Education (ECSE or IDEA)", "Early Head Start", and "Head Start". An orange arrow points to the "Save" button.

To Edit:

- Click the pencil icon next to the existing classroom to open and edit the **Classroom Profile** page.

The screenshot shows a list of classrooms under the heading "Classrooms". Below the heading is the text "Please confirm the Classrooms at your school." There is one classroom listed: "Little Locomotives". To the left of the classroom name is a "Save" button. To the right of the classroom name are a pencil icon, a trash can icon, and the text "In Progress". An orange arrow points to the pencil icon.

- Edit fields.
- Click on **"Save"** to continue. The form will not save if the required fields (marked with a red *) are not filled out.

This is a second screenshot of the "Purple Frogs" Classroom Profile form, identical to the one above. An orange arrow points to the "Save" button.

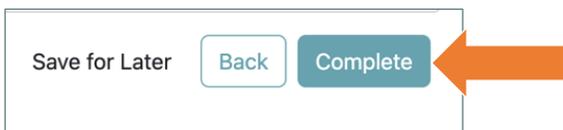
To Delete:

- Click the **trash can** icon to delete a classroom that is no longer at your site.
- Your site **MUST** have at least one classroom added for you to complete VQB5 Registration.



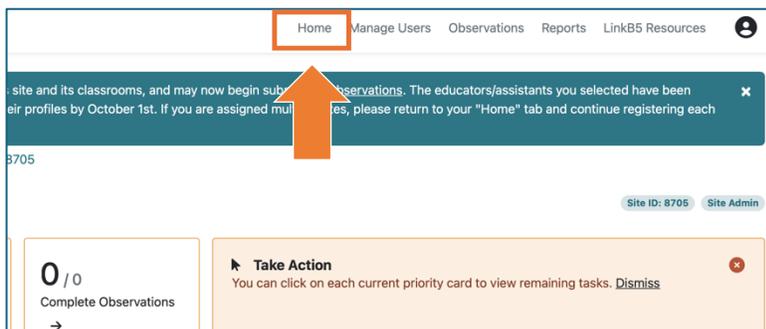
To Continue:

- Click on **“Save for Later”** to save progress and log out.
- Click on **“Back”** to return to the **“Add and Verify Educators and Assistants”** step, or
- Click on **“Complete”** to complete your site’s VQB5 Registration and return to your Dashboard.



For Multi-Site Administrators ONLY

- Once you have completed the 4-Step Registration for your first site, you will return to the first site’s Site Dashboard.
- Click the **“Multi-Site Admin”** button to return to your Multi-Site Dashboard.
- For each additional site to which you are assigned as Primary Site Administrator, click the **“Actions”** button and select **“Start Registration.”**



Need Technical Help? Contact LinkB5 Support Team

- **Live Chat:** Available on the [LinkB5 website](#)
- **Phone:** 1-833-554-6525
- **Email:** linkb5support@virginia.edu