

Requesting Site Access from Site Administrators

For Regional Leads

Regional Leads can request access from Site Administrators to assist with specific activities within LinkB5. A Site Administrator may also grant you access without a request. Access allows Regional Leads permission to:

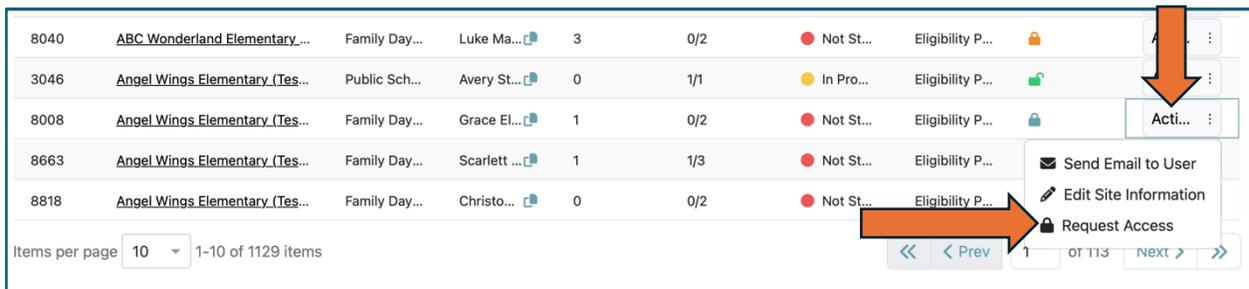
- Edit the Site Profile and Classroom Profile(s)
- Enter CLASS scores for the Site's classrooms
- View (but not edit) Site Admin, Educator, and Assistant profiles
- Export the Site's VQB5 Results

Once granted, all Regional Leads within your Ready Region receive the same access permissions. **Access can be revoked and re-granted at any time.** If you were granted access to a Site in the prior year, access persists into the new year, and you do not have to re-request access.

Select Site(s)

Select One Site at a Time

1. From your **Dashboard**, click on the **"Actions"** button to the right of the Site Name.
2. Click on **"Request Access"**



8040	ABC Wonderland Elementary...	Family Day...	Luke Ma...	3	0/2	Not St...	Eligibility P...	🔒	Acti...
3046	Angel Wings Elementary (Tes...	Public Sch...	Avery St...	0	1/1	In Pro...	Eligibility P...	🔓	
8008	Angel Wings Elementary (Tes...	Family Day...	Grace El...	1	0/2	Not St...	Eligibility P...	🔒	
8663	Angel Wings Elementary (Tes...	Family Day...	Scarlett ...	1	1/3	Not St...	Eligibility P...		
8818	Angel Wings Elementary (Tes...	Family Day...	Christo...	0	0/2	Not St...	Eligibility P...		

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Batch Select Multiple or All Sites

1. From your **Dashboard**, click on the “**Enable Batch**” toggle button.
2. Click on the **check boxes** next to Sites to which you are requesting access.
3. Click on the “**Request Site Access**” button.

The screenshot shows the LinkB5 interface. At the top left, there is a toggle switch labeled "Enable Batch Options" which is currently turned off. To the right, there are buttons for "Invitation Email" and "Request Site Access". Below these is a table with columns: Site, Site Name, Site Type, Primary, Cla..., Adults C..., Site Reg..., VQB5 Eli..., Access, and Actions. The table contains six rows of site data. The first, fourth, and fifth rows have their checkboxes selected. An orange arrow points to the "Request Site Access" button.

Site	Site Name	Site Type	Primary	Cla...	Adults C...	Site Reg...	VQB5 Eli...	Access	Actions
<input checked="" type="checkbox"/>	871- ABC Express Elementary (Te...	Family Day...	Lorie Te...	1	0/3	Not St...	Eligibility P...	<input checked="" type="checkbox"/>	Acti...
<input type="checkbox"/>	872- ABC Express Elementary 872...	Family Day...	Not Assign...	2	0/4	Not St...	Eligibility P...	<input checked="" type="checkbox"/>	Acti...
<input type="checkbox"/>	723- Angelic Achievements Eleme...	Family Day...	Victoria ...	2	0/2	Not St...	Eligibility P...	<input checked="" type="checkbox"/>	Acti...
<input type="checkbox"/>	807- Angelic Achievements Eleme...	Center	Abigail ...	4	0/11	Not St...	Eligibility P...	<input checked="" type="checkbox"/>	Acti...
<input checked="" type="checkbox"/>	74- Angelic Achievers Elementar...	Center	Chloe C...	6	0/12	Not St...	Eligibility P...	<input checked="" type="checkbox"/>	Acti...
<input checked="" type="checkbox"/>	876- Angelic Adventures Elementa...	Center	Christo...	10	0/27	Not St...	Eligibility P...	<input checked="" type="checkbox"/>	Acti...

Request Access

1. Review the pop-up message confirming your request.
2. Click on the “**Request Access**” button.
3. The Site Administrator(s) will receive and approve or deny your request. See the Granting Access to Regional Leads guide for Site Administrator instructions.

The screenshot shows a pop-up dialog box titled "Request Site Access". The text inside reads: "You are requesting access to the site for the Regional Leads in your region. If your Site Admin grants you access, you will be able to:". Below this, there is a list of permissions: "Edit the Site Profile and Classroom profile(s), and enter CLASS scores for the site's classrooms" and "View (but not edit) Site Admin and Educator/Assistant profiles for this site". A note states: "Note: A Site Admin may deny your access request; you can always make the request again at a later time." At the bottom of the dialog, there are two buttons: "Cancel" and "Request Access". An orange arrow points to the "Request Access" button.

Review and Confirm Access

On your **Dashboard**, see the “**Access**” column.

- The **blue lock** icon means access has not yet been requested by the Regional Lead.
- The **orange lock** icon means the request is pending and access has not yet been granted by the Site Administrator.
- The **green lock** icon means that access has been granted to Regional Leads by the Site Administrator.
- The **red lock** icon means that the access request has been denied. *You may request access again if the request is denied or ignored.*

Enable Batch Options

Site...	Site Name ^	Site Type	Primary...	Cl...	Adults C...	Site Reg...	VQB5 Eli...	Access	Actions
5588	ABC Express Elementary (Te...	Center	Chloe Ni...	5	0/18	● Not St...	Not Eligible		Acti... ⋮
9284	ABC Express Elementary (Te...	Family Day...	Alice Da...	1	0/1	● Not St...	Eligibility P...		Acti... ⋮
6119	ABC Wonderland Elementary...	Family Day...	Not Assign...	1	0/2	● Not St...	Eligibility P...		Acti... ⋮
6145	ABC Wonderland Elementary...	Family Day...	Lily Stella	1	0/3	● Not St...	Eligibility P...		Acti... ⋮
8803 HS	ABC Wonderland Elementary...	Family Day...	Claire El...	1	0/1	● Not St...	Eligibility P...		Acti... ⋮
8040	ABC Wonderland Elementary...	Family Day...	Luke Ma...	3	0/2	● Not St...	Eligibility P...		Acti... ⋮
3046	Angel Wings Elementary (Tes...	Public Sch...	Avery St...	0	1/1	● In Pro...	Eligibility P...		Acti... ⋮
8008	Angel Wings Elementary (Tes...	Family Day...	Grace El...	1	0/2	● Not St...	Eligibility P...		Acti... ⋮
8663	Angel Wings Elementary (Tes...	Family Day...	Scarlett ...	1	1/3	● Not St...	Eligibility P...		Acti... ⋮
8818	Angel Wings Elementary (Tes...	Family Day...	Christo...	0	0/2	● Not St...	Eligibility P...		Acti... ⋮

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