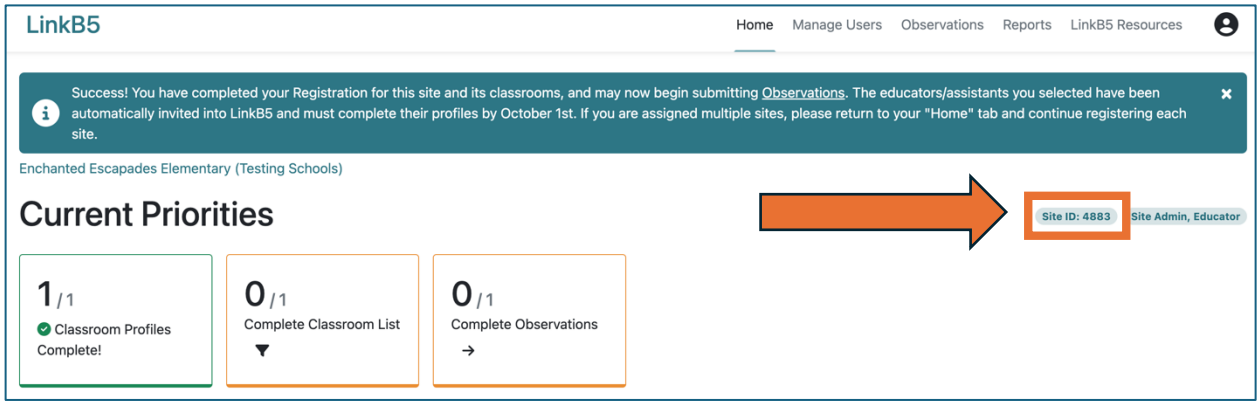
Find Your Site ID in LinkB5

For Single-Site Administrators (including Family Day Home Providers), Multi-Site Administrators, and Regional Leads

Steps for Single-Site Administrators, including Family Day Home Providers

1. On your **Dashboard**, you will find your Site ID in a blue box on the right.

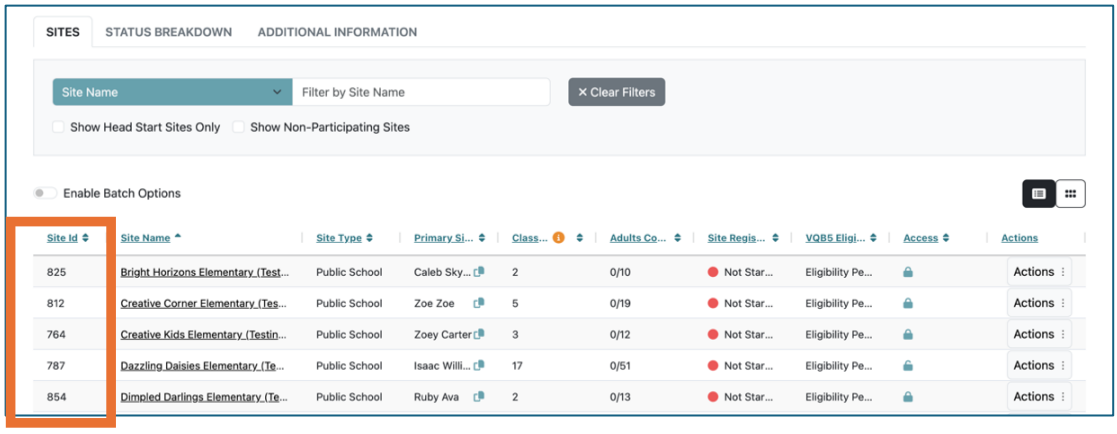


Steps for Multi-Site Administrators

Multi-Site Administrators can find a Site ID two ways: on your **Multi-Site Dashboard** or downloading a **Report**.

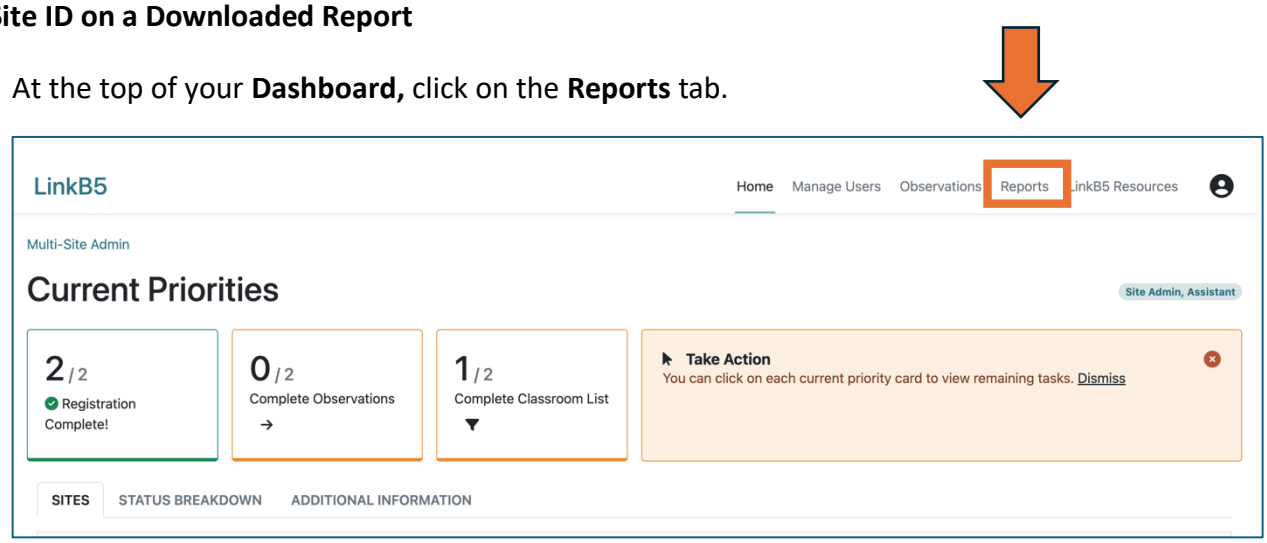
Find Site ID on Multi-Site Dashboard

1. On your **Multi-Site Dashboard,** scroll down to your list of **Sites**. The Site ID is in the first column.

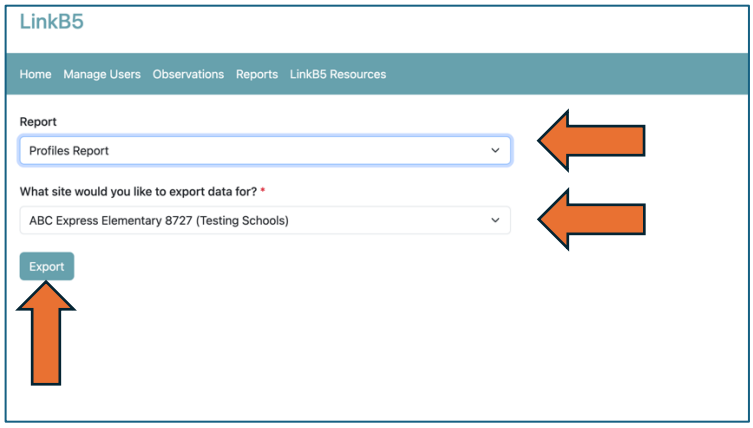


Find Site ID on a Downloaded Report

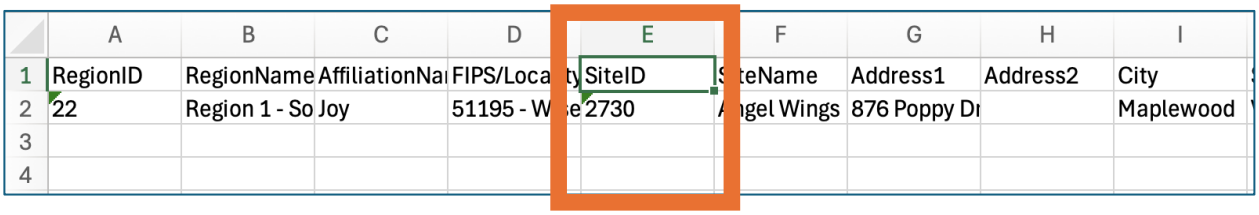
1. At the top of your **Dashboard,** click on the **Reports** tab.



2. Select "**Profiles Report**" from the **Report** drop-down.
3. Select the site you wish to export and click on "**Export".**



4. Open the report. Site ID is in column E, "Site ID".



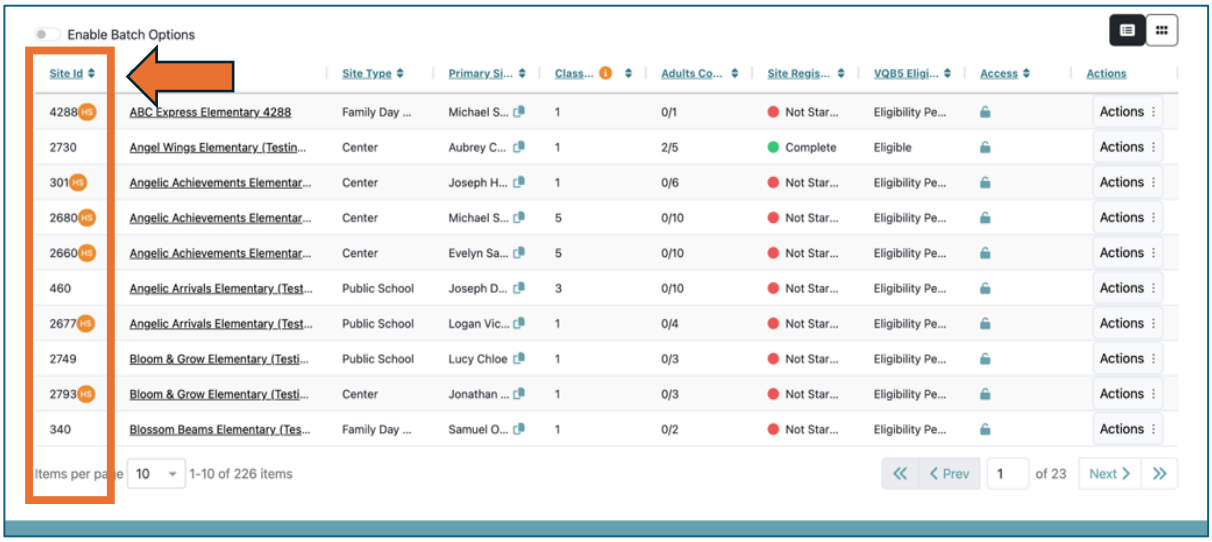
	A	B	C	D	E	F	G	H	I
1	RegionID	RegionName	AffiliationNa	FIPS/Loca	SiteID	teName	Address1	Address2	City
2	22	Region 1 - So	Joy	51195 - W	2730	ngel Wings	876 Poppy Dr		Maplewood
3									
4									

Steps for a Regional Lead

Regional Leads can find Site IDs for any site in their region using two methods: on your **Dashboard** or downloading a **Report**.

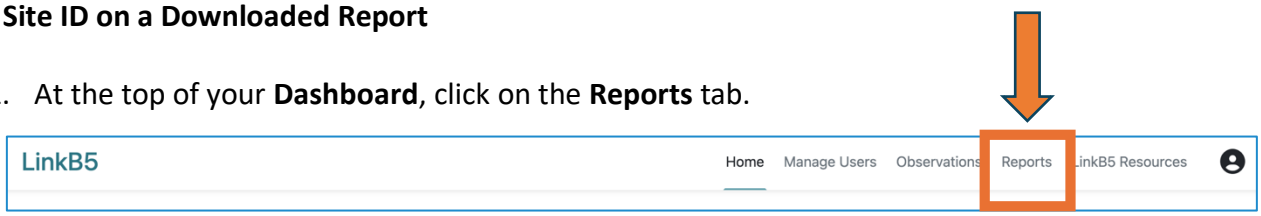
Find Site ID on Region Dashboard

1. On your **Region Dashboard**, scroll down to the list of sites. **Site ID** is in the first column.

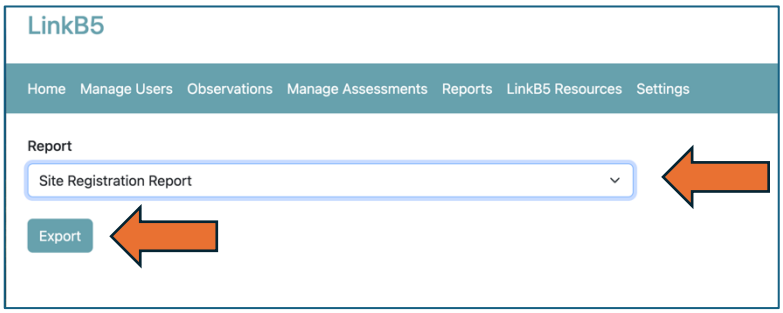


Find Site ID on a Downloaded Report

1. At the top of your **Dashboard**, click on the **Reports** tab.



2. Select "**Site Registration Report**" from the **Report** drop-down. Click on "**Export**" to download the report.



3. Open the report. Site ID is in column E, “Site ID”.

	A	B	C	D	E	F	G	H	I
1	Region Name	Region ID	FIPS/Locality	Site Name	Site ID	hase	Profile Status	Public Schoo	School
2	Region 4 - Ce	25	51041 - Ches	Sweet Begi	126	egistration	Not Started	No	2024 - 2
3	Region 1 - So	22	51063 - Floyc	Angelic Acl	301	egistration	Not Started	No	2024 - 2
4	Region 1 - So	22	51121 - Mont	Happy Day	302	egistration	Not Started	No	2024 - 2
5	Region 1 - So	22	51520 - Brist	Cherished	502	egistration	Not Started	No	2024 - 2
6	Region 1 - So	22	51155 - Pulas	Twinkle Toe	563	egistration	Not Started	No	2024 - 2
7	Region 1 - So	22	51185 - Tazev	Silly Squirr	571	egistration	Not Started	No	2024 - 2
8	Region 1 - So	22	51071 - Giles	Tiny Tales E	576	egistration	Not Started	No	2024 - 2
9	Region 4 - Ce	25	51570 - Colo	Creative Ki	718	egistration	Not Started	No	2024 - 2

Need Technical Help? Contact LinkB5 Support Team

- **Live Chat:** Available on the LInkB5 website
- **Phone:** 1-833-554-6525
- **Email:** linkb5support@virginia.edu