

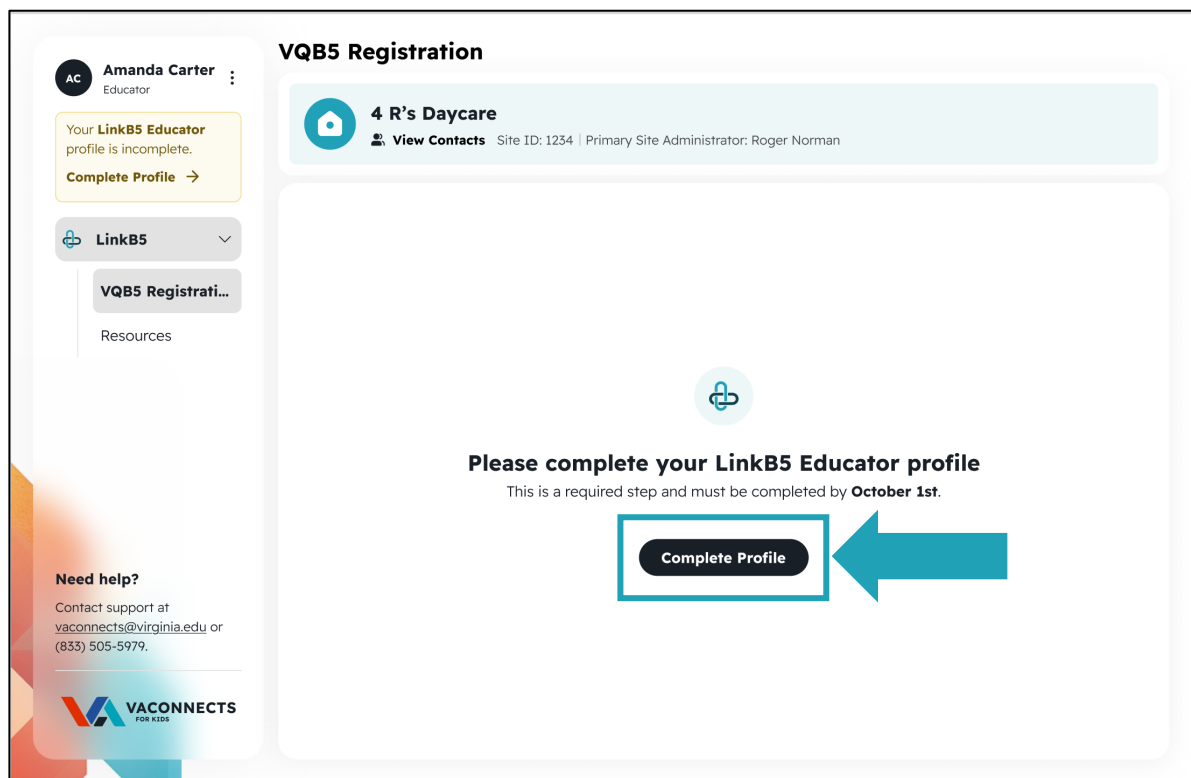
VQB5 2025 – 2026 Registration Guide

For Educators and Assistant Educators

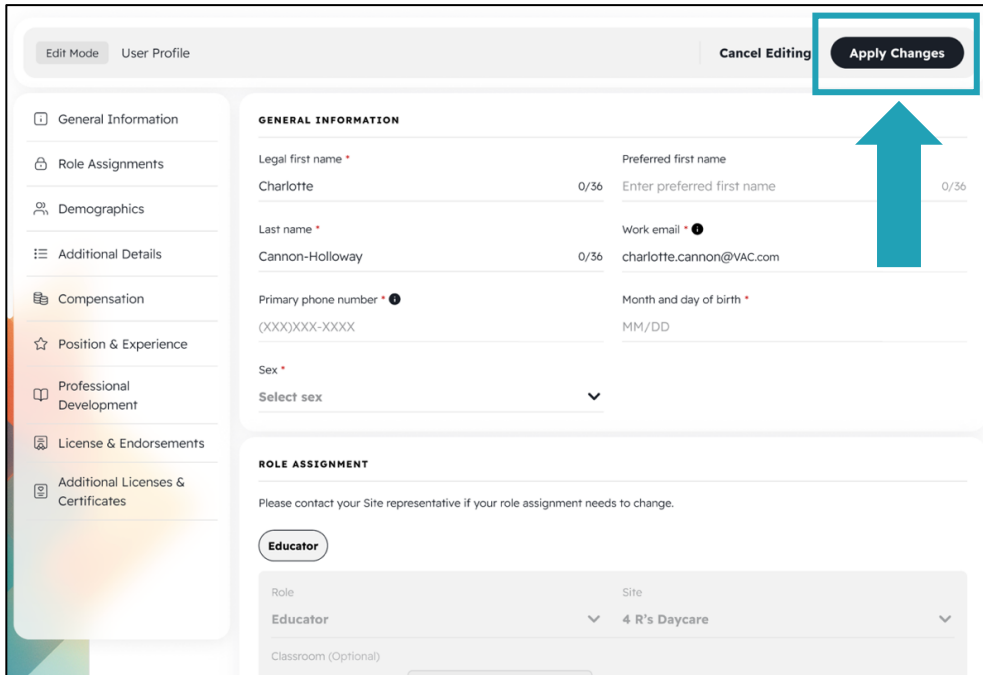
Educators can only complete registration after a Primary Site Administrator has completed their site's VQB5 Registration. You will receive a registration invitation email after your Primary Site Administrator completes registration.

Complete Registration Steps

1. Find your VQB5 registration **invitation email**.
2. Log in to LinkB5 in VAConnects. See LinkB5 resources for additional support creating a password, logging in, or resetting your password.
3. Click the “**Complete Profile**” button.



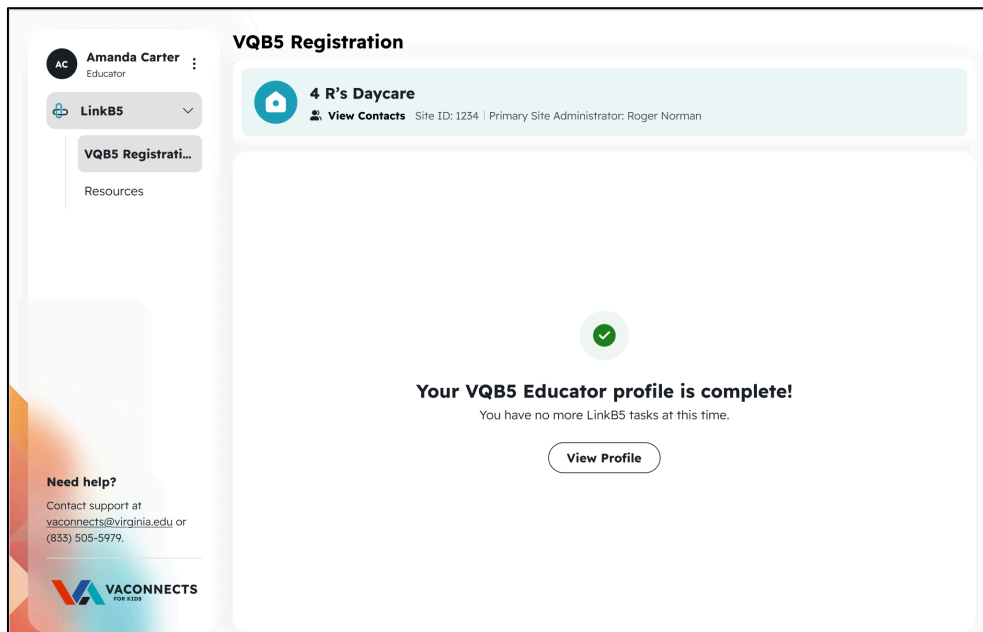
4. Complete all fields (a partial preview is below). The form will not be saved if the required fields (marked with a red *) are not filled out.
5. Click **"Apply Changes"** to submit your profile.



The screenshot shows the 'User Profile' form in 'Edit Mode'. The 'Apply Changes' button is highlighted with a red box and a red arrow. The form includes the following sections:

- GENERAL INFORMATION**
 - Legal first name * (Charlotte) 0/36
 - Preferred first name (Enter preferred first name) 0/36
 - Last name * (Cannon-Holloway) 0/36
 - Work email * (charlotte.cannon@VAC.com)
 - Primary phone number * ((XXX)XXX-XXXX)
 - Month and day of birth * (MM/DD)
 - Sex * (Select sex)
- ROLE ASSIGNMENT**
 - Please contact your Site representative if your role assignment needs to change.
 - Role: Educator
 - Site: 4 R's Daycare
 - Classroom (Optional)

6. You will see the confirmation message **"Your VQB5 Educator profile is complete!"**. You are now done with VQB5 registration.

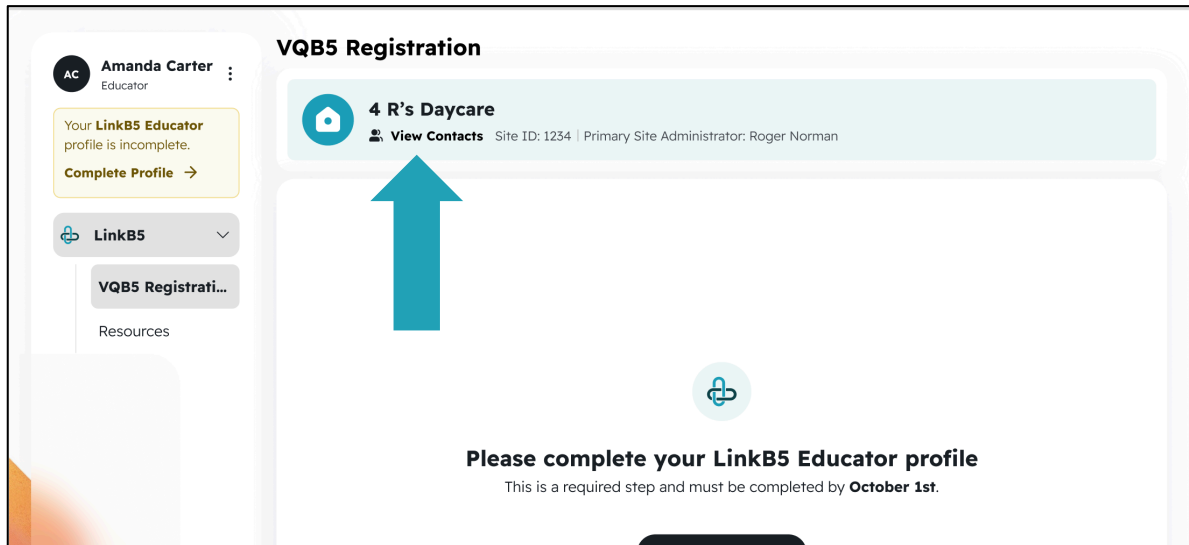


The screenshot shows the 'VQB5 Registration' confirmation page. The message **"Your VQB5 Educator profile is complete!"** is displayed with a green checkmark icon. The page includes the following elements:

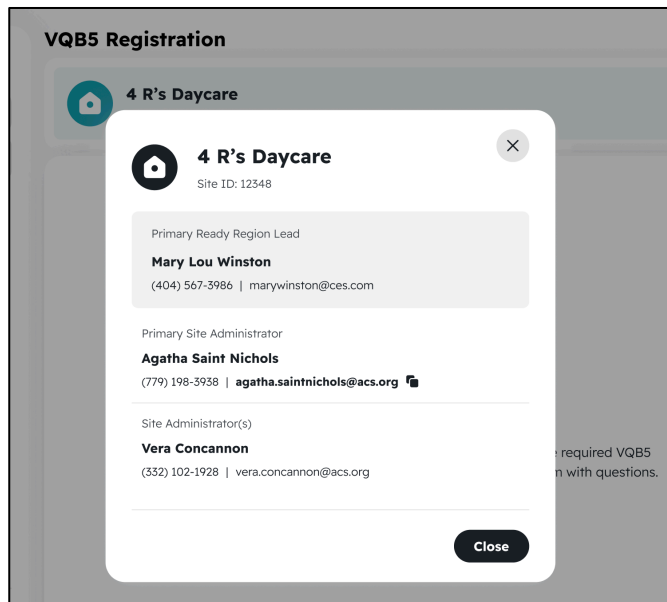
- Header:** Amanda Carter, Educator
- LinkB5:** LinkB5 (dropdown menu)
- VQB5 Registration:** VQB5 Registration (dropdown menu)
- Resources:** Resources
- Need help?:** Contact support at vaconnects@virginia.edu or (833) 505-5979.
- VACONNECTS FOR KIDS:** VACONNECTS FOR KIDS logo
- VQB5 Registration:** 4 R's Daycare, View Contacts, Site ID: 1234 | Primary Site Administrator: Roger Norman
- Confirmation Message:** Your VQB5 Educator profile is complete! You have no more LinkB5 tasks at this time.
- View Profile:** View Profile button

View Contact Information for Primary Site Administrator, Additional Site Administrator, or Primary Ready Region Lead

1. Click “View Contacts” button.

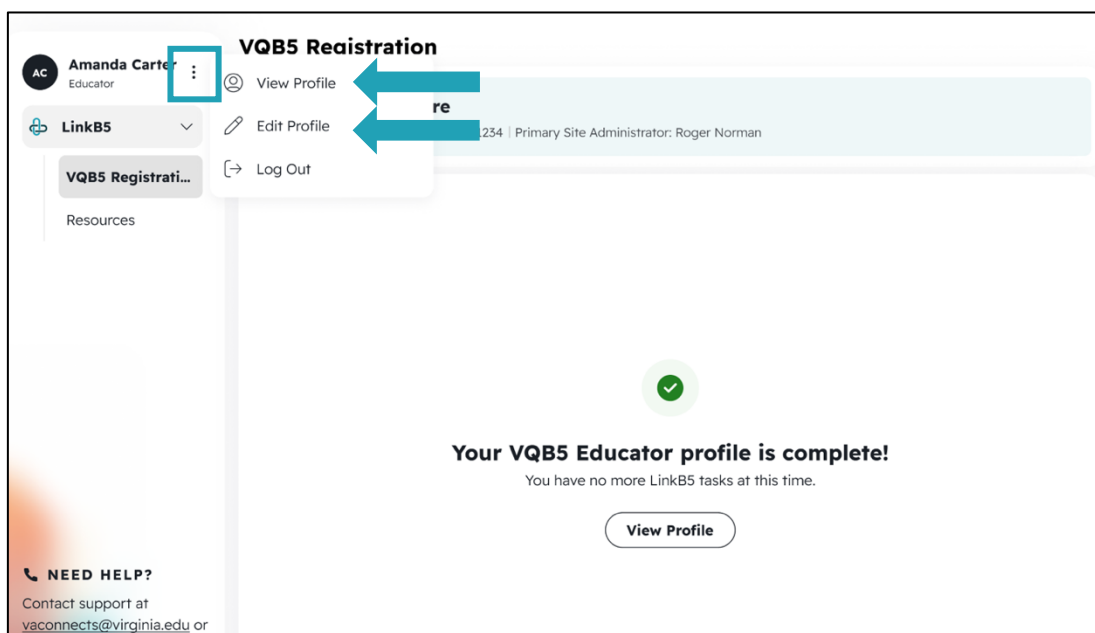


2. A pop-up message will appear with contact information for your Primary Ready Region Lead, Primary Site Administrator, additional Site Administrators (if applicable).



View or Edit your Educator/Assistant Educator Profile

1. Click the **menu** next to your name.
2. Select **“View Profile”** or **“Edit Profile”**.



Need Technical Help? Contact the LinkB5 Support Team

- **Live Chat:** Available on the [VAConnects website](#)
- **Phone:** 1-833-554-6525
- **Email:** linkb5support@virginia.edu
- **LinkB5 Resources:** <https://resources.linkb5.virginia.edu/>

Last Updated: July 2025