

Granting Access to Ready Region Leads in LinkB5

For Site Administrators, including Family Day Home Providers and Multi-Site Administrators

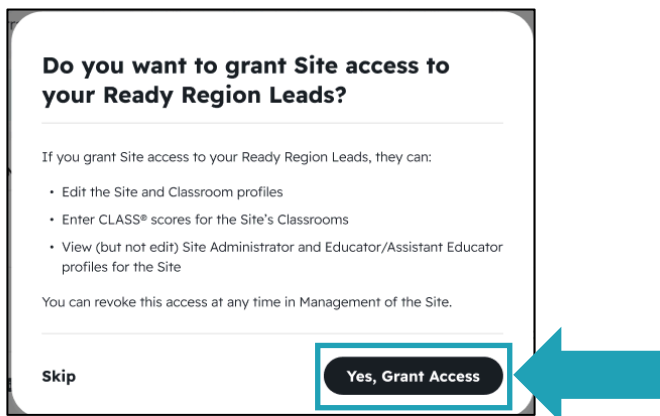
Granting Site access to your Ready Region Leads allows them to assist with specific activities within LinkB5. A Ready Region Lead may request Site access, or you can grant them access without their request. Granting access to your Ready Region Leads gives them permission to:

- 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

Once granted, all Ready Region Leads within your Ready Region receive the same access permissions. **Access can be revoked and re-granted at any time.** All Site Administrators can grant or revoke access to their Site's Ready Region Leads. If you granted access to a Ready Region Lead in a prior year, access persists into the new year, and you do not have to re-grant access.

Granting Access During Registration

1. Review the Grant Ready Region Lead access screen that appears immediately following the Assurance Agreement.
2. Click **"Yes, Grant Access."**



Do you want to grant Site access to your Ready Region Leads?

If you grant Site access to your Ready Region Leads, they can:

- Edit the Site and Classroom profiles
- Enter CLASS® scores for the Site's Classrooms
- View (but not edit) Site Administrator and Educator/Assistant Educator profiles for the Site

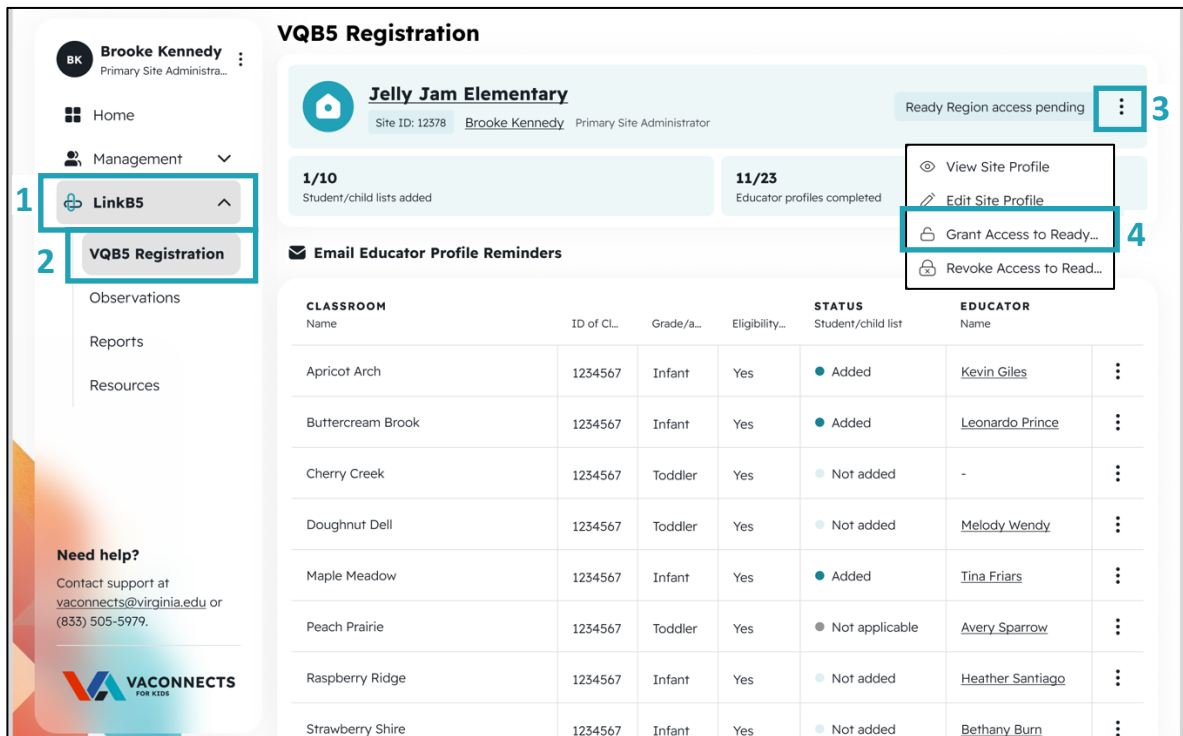
You can revoke this access at any time in Management of the Site.

[Skip](#) **Yes, Grant Access**

Note: See our resources page at resources.linkb5.virginia.edu for a guide to 2025 – 2026 VQB5 Registration for Primary Site Administrators.

Granting Access After Registration for Site Administrators, Including Family Day Home Providers

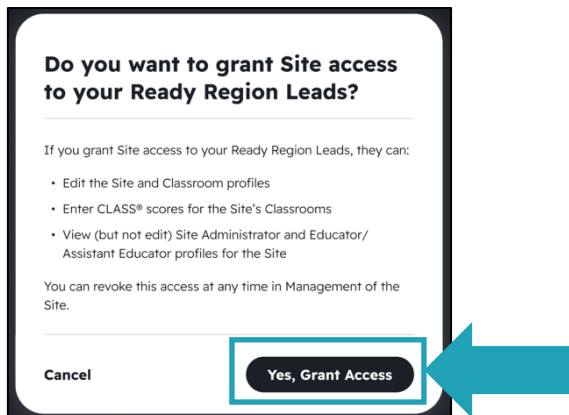
1. Select **"LinkB5"** in the left-hand navigation.
2. Select **"VQB5 Registration."**
3. Select the menu next to the Site name.
4. Select **"Grant Access to Ready Region Leads."**



The screenshot shows the VQB5 Registration interface for Jelly Jam Elementary. The left-hand navigation menu has "LinkB5" (1) and "VQB5 Registration" (2) highlighted. The main content area shows the site profile with a "Ready Region access pending" status (3). A dropdown menu next to the site name (4) contains options: "View Site Profile", "Edit Site Profile", "Grant Access to Ready..." (highlighted), and "Revoke Access to Read...". Below this is a table of classrooms and their status.

CLASSROOM Name	ID of CL	Grade/a...	Eligibility...	STATUS Student/child list	EDUCATOR Name
Apricot Arch	1234567	Infant	Yes	Added	Kevin Giles
Buttercream Brook	1234567	Infant	Yes	Added	Leonardo Prince
Cherry Creek	1234567	Toddler	Yes	Not added	-
Doughnut Dell	1234567	Toddler	Yes	Not added	Melody Wendy
Maple Meadow	1234567	Infant	Yes	Added	Tina Friars
Peach Prairie	1234567	Toddler	Yes	Not applicable	Avery Sparrow
Raspberry Ridge	1234567	Infant	Yes	Not added	Heather Santiago
Strawberry Shire	1234567	Infant	Yes	Not added	Bethany Burn

5. Select **"Yes, Grant Access."**



Do you want to grant Site access to your Ready Region Leads?

If you grant Site access to your Ready Region Leads, they can:

- Edit the Site and Classroom profiles
- Enter CLASS® scores for the Site's Classrooms
- View (but not edit) Site Administrator and Educator/ Assistant Educator profiles for the Site


You can revoke this access at any time in Management of the Site.

Buttons: Cancel, **Yes, Grant Access** (highlighted with a blue arrow)

Granting Access After Registration for Multi-Site Administrators

1. From the Sites Overview page, click the underlined **Site Name**.

VQB5 Registration


Sites Overview
Mia Armstrong Site Administrator

1/14
Sites completed

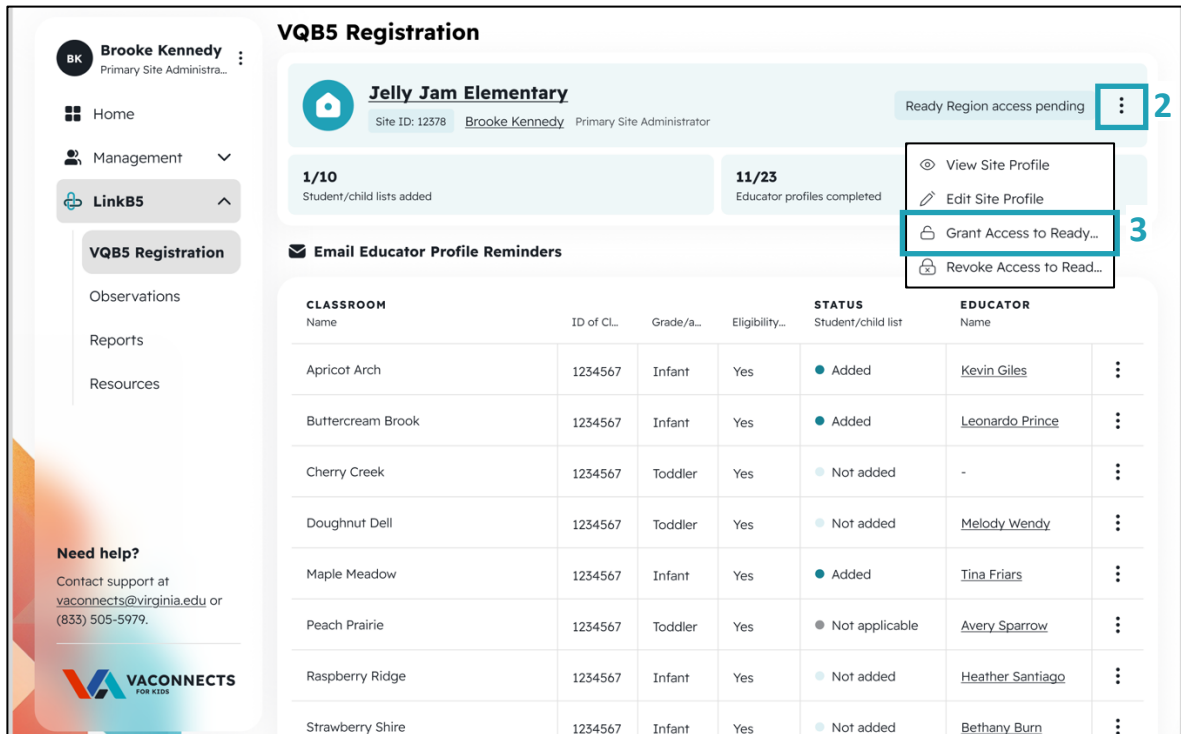
34/279
Student/child lists added

71/401
Educator profiles completed

Filter
Email Registration Reminders
Register

SITE Name	Site ID	Type	CONTACT Primary Site Ad...	SITE STATUS Access to... Eligibilit... Registration		
<u>Aloe Acres Academy</u>		Center	<u>Rivian Owens</u>	Granted	Yes	Completed
<u>Berry Bright Elementary</u>	123456	Center	<u>Pamela Umb...</u>	Pending	Yes	Completed
<u>Bamboo Bright Element...</u>	123456	Family...	<u>Benjamin Yun</u>	Granted	No	Not participating
<u>Cactus Creek Academy</u>	123456	Family...	<u>William Hutry</u>	Not requ...	-	Not started
<u>Cedar Shade School</u>	123456	Family...	<u>Nadine Tavern</u>	Pending	Yes	Assurance pendi...
<u>Daisy Dell Elementary</u>	123456	Center	<u>Ophelia Com...</u>	Granted	Yes	In progress
<u>Elmwood Explorers Acad...</u>	123456	Public...	<u>James Archer</u>	Denied	Yes	Completed
<u>Evergreen Edge School</u>	123456	Center	<u>Isabella Allen</u>	Granted	Yes	Completed

2. Select the menu next to the Site name.
3. Select **“Grant Access to Ready Region Leads.”**



VQB5 Registration

Jelly Jam Elementary
Site ID: 12378 | Brooke Kennedy | Primary Site Administrator

Ready Region access pending

1/10 Student/child lists added | 11/23 Educator profiles completed

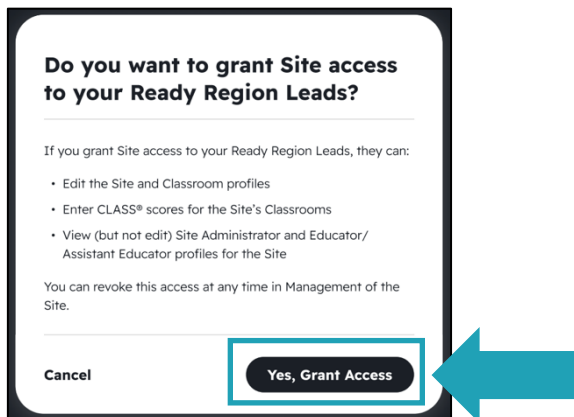
Email Educator Profile Reminders

CLASSROOM Name	ID of CL	Grade/a...	Eligibility...	STATUS Student/child list	EDUCATOR Name
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Raspberry Ridge	1234567	Infant	Yes	Not added	Heather Santiago
Strawberry Shire	1234567	Infant	Yes	Not added	Bethany Burn

Need help?
Contact support at vaconnects@virginia.edu or (833) 505-5979.

VACONNECTS FOR KIDS

4. Select **“Yes, Grant Access.”**



Do you want to grant Site access to your Ready Region Leads?

If you grant Site access to your Ready Region Leads, they can:

- Edit the Site and Classroom profiles
- Enter CLASS® scores for the Site's Classrooms
- View (but not edit) Site Administrator and Educator/ Assistant Educator profiles for the Site

You can revoke this access at any time in Management of the Site.

Cancel | **Yes, Grant Access**

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: August 2025