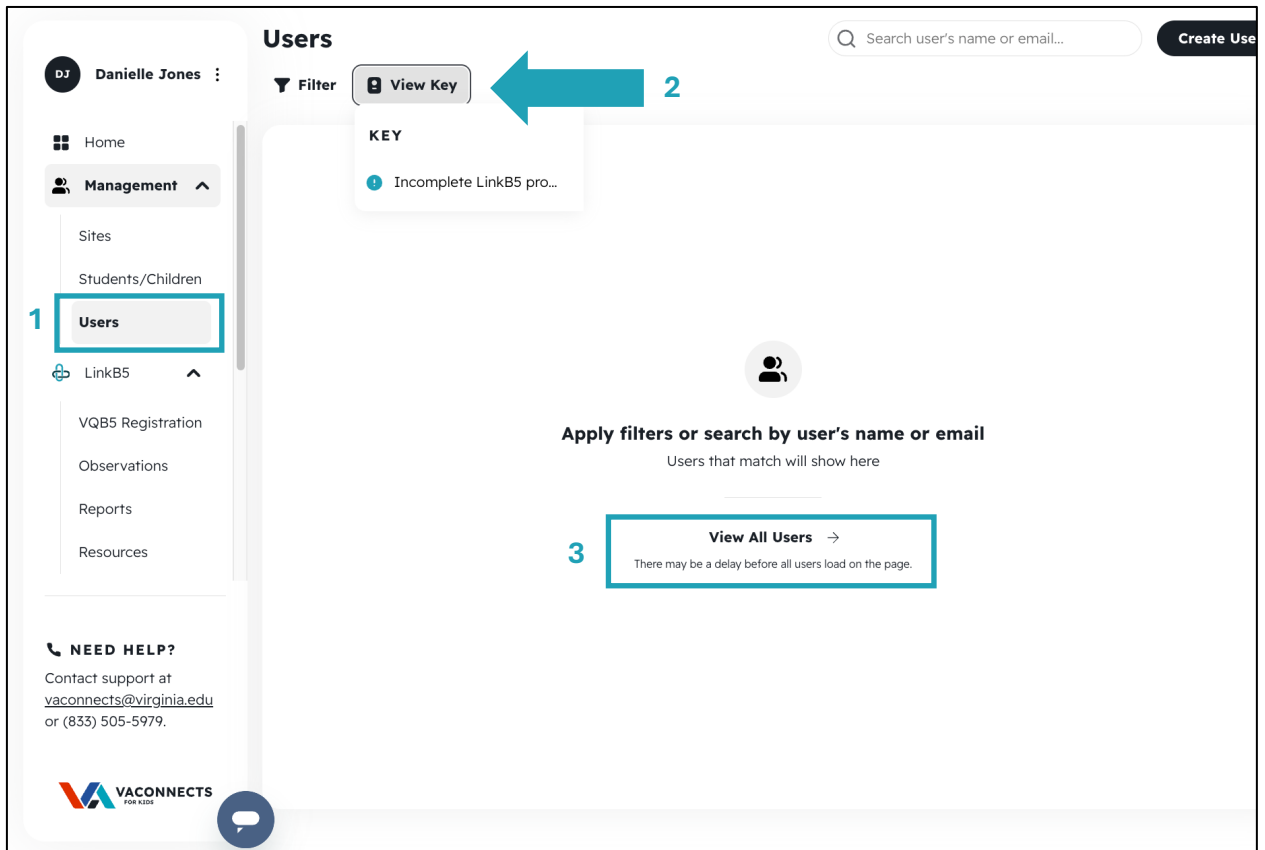


Find and Email Users with Incomplete Profiles

For Ready Region Leads, Primary Site Administrators, and Site Administrators including Family Day Home Providers and Multi-Site Administrators

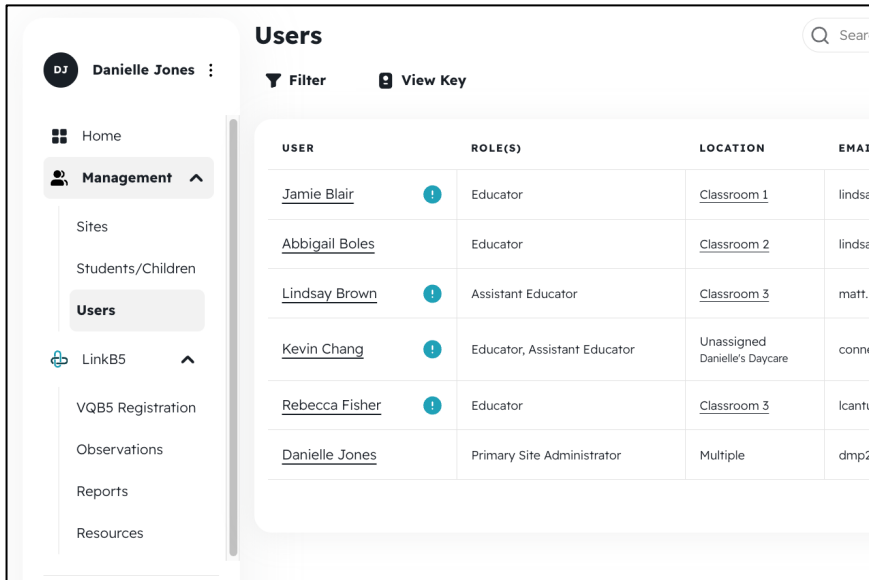
Find Educators and Assistant Educators with Incomplete Profiles





1. Under “**Management**,” select “**Users**”
2. Select “**View Key**” to see the “**Incomplete LinkB5 profile**” icon.
3. Select “**View All Users**” to see all users and their profile status.



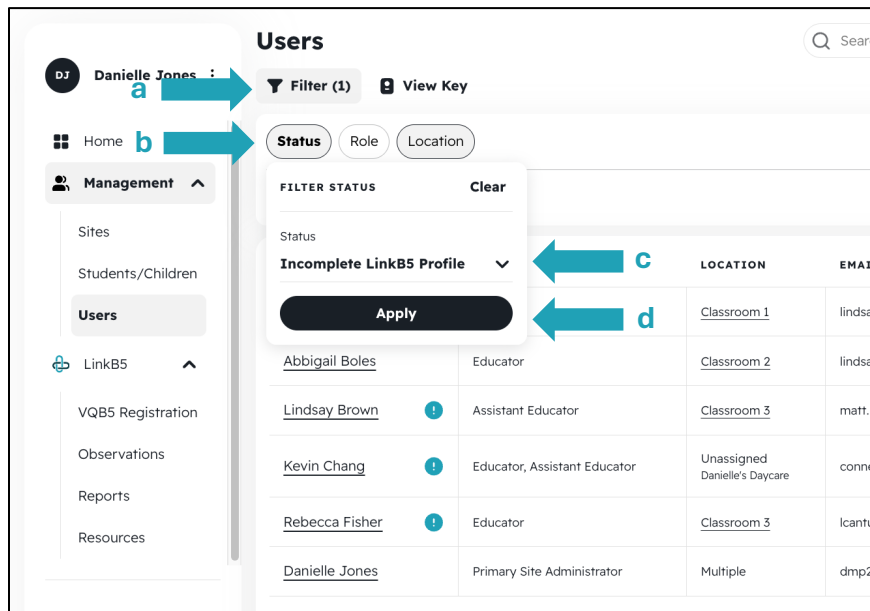
The screenshot displays the LinkB5 user management interface. On the left sidebar, under the 'Management' section, the 'Users' option is highlighted with a blue box and the number '1'. In the main content area, the 'View Key' button is highlighted with a blue box and the number '2', with a blue arrow pointing to it. Below this, a 'KEY' section shows an 'Incomplete LinkB5 pro...' icon. At the bottom of the main area, the 'View All Users' button is highlighted with a blue box and the number '3'. The interface also includes a search bar at the top right, a 'Create User' button, and a 'NEED HELP?' section at the bottom left with contact information for support.

4. Educators, Assistant Educators, and Site Administrators with an incomplete LinkB5 profile will have the icon next to their name.



USER	ROLE(S)	LOCATION	EMAIL
Jamie Blair 	Educator	Classroom 1	lindsay
Abbigail Boles	Educator	Classroom 2	lindsay
Lindsay Brown 	Assistant Educator	Classroom 3	matt.m
Kevin Chang 	Educator, Assistant Educator	Unassigned Danielle's Daycare	conner
Rebecca Fisher 	Educator	Classroom 3	lcantu
Danielle Jones	Primary Site Administrator	Multiple	dmp2n

5. To see only users with an incomplete LinkB5 Profile:
 - a. Select **“Filter”**
 - b. Select **“Status”**
 - c. Select **“Incomplete LinkB5 Profile”** from the dropdown list
 - d. Select **“Apply”**



Users




Filter (1) View Key

Status Role Location

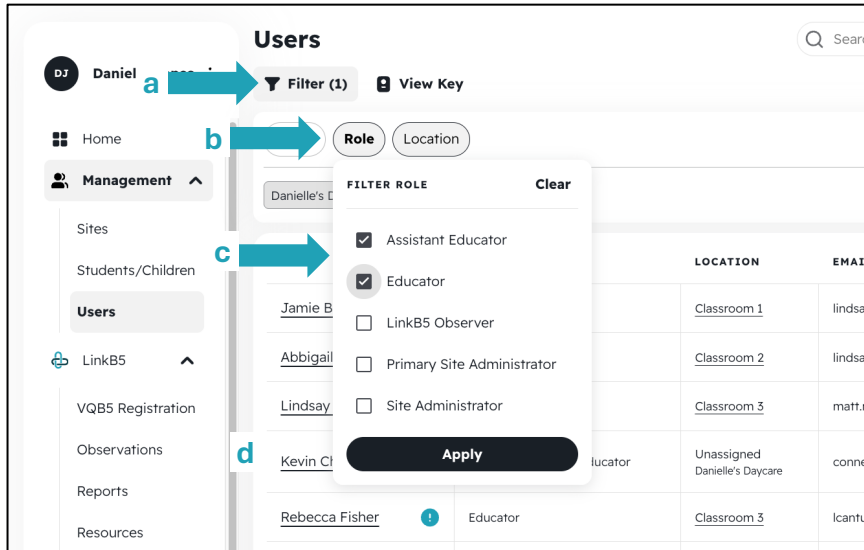
FILTER STATUS Clear

Status
Incomplete LinkB5 Profile

Apply

USER	ROLE(S)	LOCATION	EMAIL
Abbigail Boles	Educator	Classroom 2	lindsay
Lindsay Brown 	Assistant Educator	Classroom 3	matt.m
Kevin Chang 	Educator, Assistant Educator	Unassigned Danielle's Daycare	conner
Rebecca Fisher 	Educator	Classroom 3	lcantu
Danielle Jones	Primary Site Administrator	Multiple	dmp2n

6. To see only Educators or Assistant Educators with incomplete LinkB5 profiles, add a role filter:
 - a. Select **“Filter”**
 - b. Select **“Role”**
 - c. Select Assistant Educator and/or Educator roles
 - d. Select **“Apply”**



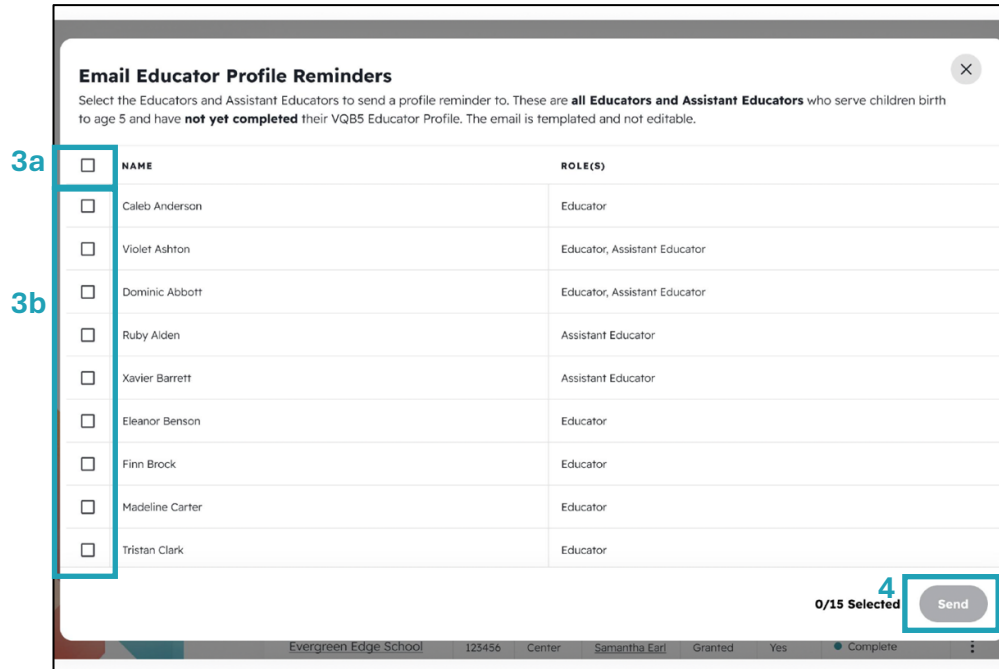
Send LinkB5 Profile Completion Reminders

For Primary Site Administrators and Site Administrators, including Family Day Home Providers

1. Select **“VQB5 Registration”**
2. Select **“Email Reminders.”**



3. Select users to receive the reminder email
 - a. Click the box next to **“NAME”** to select all, or
 - b. Click the box next to one or more names to only send to those people.
4. Once you select one, some, or all users, click **“Send.”**



Email Educator Profile Reminders

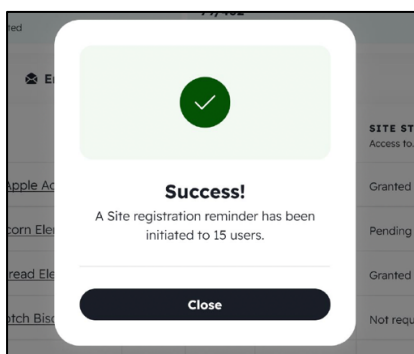
Select the Educators and Assistant Educators to send a profile reminder to. These are **all Educators and Assistant Educators** who serve children birth to age 5 and have **not yet completed** their VQB5 Educator Profile. The email is templated and not editable.

<input type="checkbox"/>	NAME	ROLE(S)
<input type="checkbox"/>	Caleb Anderson	Educator
<input type="checkbox"/>	Violet Ashton	Educator, Assistant Educator
<input type="checkbox"/>	Dominic Abbott	Educator, Assistant Educator
<input type="checkbox"/>	Ruby Aiden	Assistant Educator
<input type="checkbox"/>	Xavier Barrett	Assistant Educator
<input type="checkbox"/>	Eleanor Benson	Educator
<input type="checkbox"/>	Finn Brock	Educator
<input type="checkbox"/>	Madeline Carter	Educator
<input type="checkbox"/>	Tristan Clark	Educator

0/15 Selected **4** Send

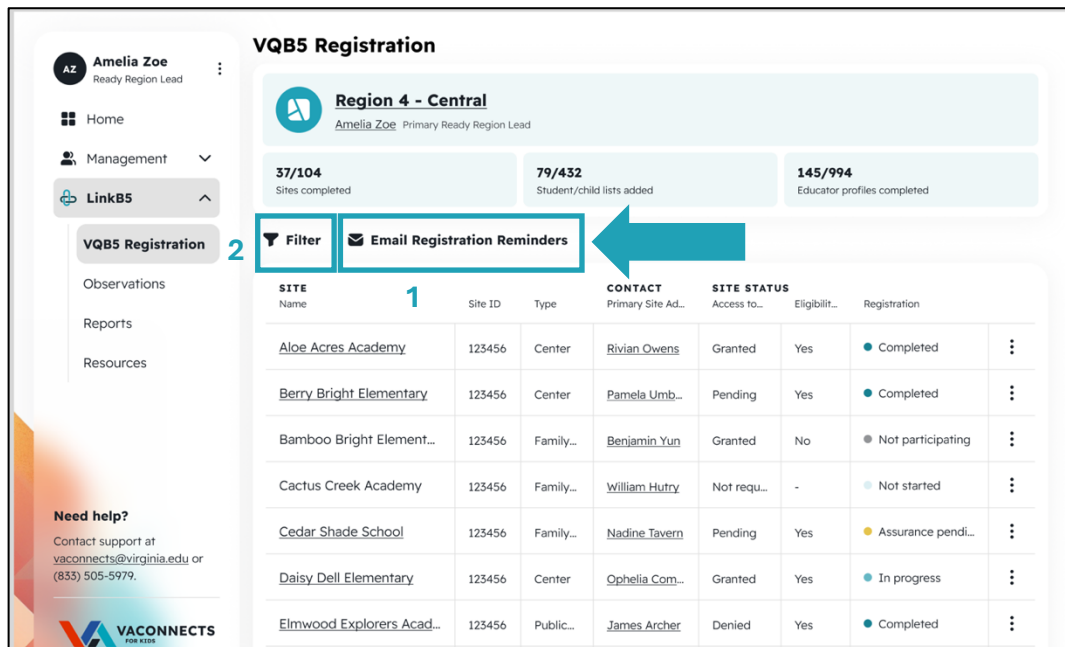
Evergreen Edge School 125456 Center Samantha Earl Granted Yes Complete

5. A **“Success”** pop-up will alert you that the reminder email has been sent.
6. When you click **“Close”** you will be returned to the VQB5 Registration page.



For Ready Region Leads and Multi-Site Administrators

1. From the VQB5 Registration page, click **“Email Registration Reminders.”**
2. You can also use filters to narrow down Sites and only send to users from Sites that meet the filters by clicking **“Filter.”** Filters include:
 - a. FIPS
 - b. Site Registration Status
 - c. Site Type
 - d. VQB5 Eligibility
 - e. Access Status (if access has been granted to the Ready Region Lead)



The screenshot shows the VQB5 Registration interface for Region 4 - Central. The user is Amelia Zoe, a Ready Region Lead. The interface displays statistics for 37/104 sites completed, 79/432 student/child lists added, and 145/994 educator profiles completed. A blue arrow points to the 'Filter' button, and another blue arrow points to the 'Email Registration Reminders' button. A table below lists various sites with their details.

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

3. Click the **“Email Type”** dropdown on the left-hand side and select **“Profile Reminder.”**
4. Click the **“User Group”** dropdown on the left-hand side. Select **“Site Administrators”** (includes Primary Site Administrators) or **“Educators”** (includes Assistant Educators).
5. Click **“Apply.”**

Email Registration Reminders ✕

Select which email reminder type to send and the applicable user group who has **not yet completed** their required VQB5 Registration tasks. Only users who meet the applied filters will display. The email is templated and not editable.

Refine user list

EMAIL TYPE

Profile reminder ▾

USER GROUP

Site Administrators ▾

Site Administrators
Includes Primary Site Ad...

Educators
Includes Assistant Educat...

Apply

APPLIED FILTERS - To apply different filters, close this modal and reselect filters.

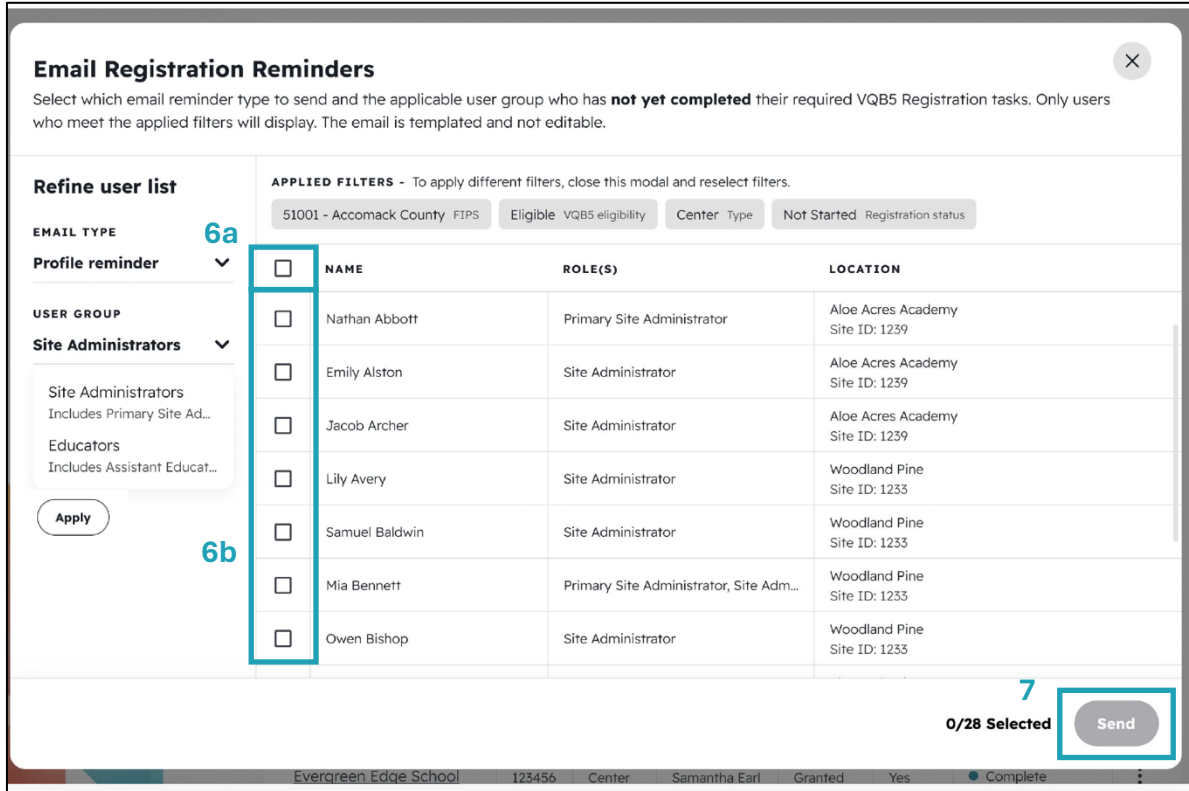
51001 - Accomack County FIPS Eligible VQB5 eligibility Center Type Not Started Registration status

	NAME	ROLE(S)	LOCATION
<input type="checkbox"/>	Nathan Abbott	Primary Site Administrator	Aloe Acres Academy Site ID: 1239
<input type="checkbox"/>	Emily Alston	Site Administrator	Aloe Acres Academy Site ID: 1239
<input type="checkbox"/>	Jacob Archer	Site Administrator	Aloe Acres Academy Site ID: 1239
<input type="checkbox"/>	Lily Avery	Site Administrator	Woodland Pine Site ID: 1233
<input type="checkbox"/>	Samuel Baldwin	Site Administrator	Woodland Pine Site ID: 1233
<input type="checkbox"/>	Mia Bennett	Primary Site Administrator, Site Adm...	Woodland Pine Site ID: 1233
<input type="checkbox"/>	Owen Bishop	Site Administrator	Woodland Pine Site ID: 1233

0/28 Selected Send

Evergreen Edge School 123456 Center Samantha Earl Granted Yes ● Complete

6. Select users to receive the reminder email
 - a. Click the box next to **“NAME”** to select all, or
 - b. Click the box next to one or more names to only send to those people.
7. Once you select one, some, or all users, click **“Send.”**



Email Registration Reminders

Select which email reminder type to send and the applicable user group who has **not yet completed** their required VQB5 Registration tasks. Only users who meet the applied filters will display. The email is templated and not editable.

Refine user list

APPLIED FILTERS - To apply different filters, close this modal and reselect filters.

51001 - Accomack County FIPS | Eligible VQB5 eligibility | Center Type | Not Started Registration status

EMAIL TYPE 6a
Profile reminder

USER GROUP
Site Administrators

Site Administrators
Includes Primary Site Ad...

Educators
Includes Assistant Educat...

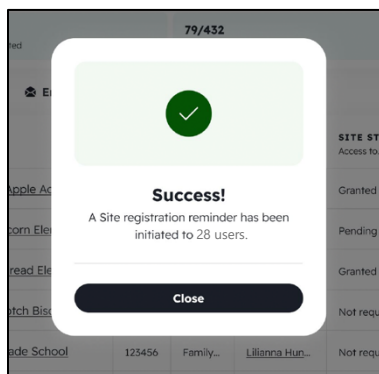
Apply

NAME	ROLE(S)	LOCATION
<input type="checkbox"/> Nathan Abbott	Primary Site Administrator	Aloe Acres Academy Site ID: 1239
<input type="checkbox"/> Emily Alston	Site Administrator	Aloe Acres Academy Site ID: 1239
<input type="checkbox"/> Jacob Archer	Site Administrator	Aloe Acres Academy Site ID: 1239
<input type="checkbox"/> Lily Avery	Site Administrator	Woodland Pine Site ID: 1233
<input type="checkbox"/> Samuel Baldwin	Site Administrator	Woodland Pine Site ID: 1233
<input type="checkbox"/> Mia Bennett	Primary Site Administrator, Site Adm...	Woodland Pine Site ID: 1233
<input type="checkbox"/> Owen Bishop	Site Administrator	Woodland Pine Site ID: 1233

0/28 Selected 7 **Send**

Evergreen Edge School | 125456 | Center | Samantha Earl | Granted | Yes | Complete

8. A **“Success”** pop-up will alert you that the reminder email has been sent.



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/>

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