

REQUESTING ACCESS FROM SITE ADMINISTRATORS

REGIONAL ADMIN STEP-BY-STEP USER GUIDE

SECTION 1: STEP-BY-STEP FLOW

Regional Admin can request access from Site Admins to assist with profile completion and CLASS score entry at any time. A Site Admin might grant you access without the request as well.

To request access:

- From your Home dashboard, click on the orange lock icon to the right of the site from which you want access granted. You may use the filter "Filter by Access Status" to choose to view a list of sites which you have not requested access from yet.
- The site admin will receive a pop-up message on their dashboard next time they log in, informing them that access has been requested.
- Once you have been granted access, you will receive a notification when you login and the orange lock icon will change to a green unlocked icon for that site (in both your view and on the Site Admin's dashboard).
- You may request access again at any time if the request is denied.

SECTION 2: WHAT GAINING ACCESS MEANS

Granting access gives the Regional Admins the ability to:

- Edit the Site profile and Classroom profile(s) and enter CLASS scores for the site's classrooms
- View (but not edit) Site Admin and Teacher/Aide profiles for the site
- Export CLASS scores, from any year, for every classroom at the site

Access can be revoked at any time and re-granted at any time. ALL Site Admin within a site have granting and revoking capabilities, and ALL Regional Admin within your Region have access once it's granted.

Need technical help using LinkB5?

Contact LinkB5 Support Team:

Live chat: [LinkB5.virginia.edu](https://linkb5.virginia.edu)

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