

GRANTING ACCESS TO REGIONAL ADMINISTRATORS

SITE/MULTI-SITE ADMIN: STEP-BY-STEP USER GUIDE

SECTION 1: STEP-BY-STEP FLOW

Site Admin can grant access to Regional Admin to assist with profile completion and CLASS score entry at any time. A Regional Admin might request access, or you might grant it to them without their request.

There are two ways to grant access:

- ❑ If you have not received a request from a Regional Admin but wish to grant them access:
 - On your site dashboard, click on the blue lock icon or the Pencil icon next to "Access Status".
 - **If you are a Multi-Site Admin**, first click into the individual site for which you wish to grant access and then click on the blue lock icon or the Pencil icon next to "Access Status".
 - Once you have granted access, the blue lock icon will change to a green unlocked icon.
- ❑ If the Regional Admin has requested access, respond to the pop-up message request when you log in. Once you have granted access, the orange lock icon will change to a green unlocked icon.

SECTION 2: WHAT GRANTING 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 this site.
- Export CLASS scores from any year for every classroom at this site.

Access can be revoked or 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 is granted.

Have questions about VQB5 or Registration? Contact Virginia Early Childhood Foundation Support Team by phone at (804) 358-8323 or email info@vecf.org, or the Virginia Department of Education VQB5 vqb5@doe.virginia.gov. **Need technical help using LinkB5?** Contact LinkB5 Support Team by [live chat](#), phone at 1-833-554-6525 or email linkb5support@virginia.edu