

SQUARES Organization Accounts Getting Started with SQUARES (New SQUARES Managers)

STEP 1:



ACQUIRE ENDORSEMENT

Obtain endorsement
from a VA Colleague
via email

Note: If you are affiliated with
a VA Grantee, an endorsement
is not required.

STEP 2:



COMPLETE REGISTRATION FORM

STEP 3:



COMPLETE Online SQUARES Training

Note: Please complete
Online Training before going
to Steps 4-5.

STEP 4:



SIGN DATA USE AGREEMENT

Forward Data Use
Agreement to

SQUARESAdmin@va.gov
(Note: If the SQUARES Manager is
different from the person named in
the agreement, please forward
contact information to
SQUARESAdmin@va.gov).

Allow 24-48 hours for processing

STEP 5:



APPLY FOR ACCESS

Download
[Instructions on How to
Open a New Account for
Manager-level Users](#)

Select SQUARES Manager as your
application role in
**Step 11 of the instructions
after you receive notification**
to proceed with the
application process

Contact SQUARESAdmin@va.gov (if you need assistance)

For additional information, visit [SQUARES Resources](#)



New SQUARES Organization Accounts

Getting Started with SQUARES (New SQUARES Managers)



TIPS

When completing the application process:

- Complete the steps (noted above) in sequential order.
- Your organization **will need to be added to system before** you apply for access. SQUARESAdmin@va.gov will notify you when this step has been completed. **Please allow 24-48 hours** for the establishment of a new account.
- **Please do not use Internet Explorer**
- **Please do not bookmark the site**
- If you have multiple programs in various locations and you would like to have separate SQUARES Managers for each program, please contact SQUARESAdmin@va.gov
- If you need to change your SQUARES Manager (after you acquire SQUARES access), contact SQUARESAdmin@va.gov and include the new/old SQUARES Managers name/email and organization (city/state).

When completing the application process:

- Type the **SQUARES website:** my.va.gov/SQUARES into the **Chrome Browser** to initially request an account and to access account with each new visit.
- Use your **business email address** (if this information changes in the future, please contact SQUARESAdmin@va.gov)
- Be sure to share information unique to your organization with your new users (**org, city/state, CoC, and VAMC**) in [Steps 8-10 of the instructions](#), so their access requests can be automatically routed to you for review/approval.
- In **Step 11 of the application, select your specific Application Role (SQUARES Manager)**. SQUARES Managers will be responsible for reviewing/approving Standard Users (within their organization) when access requests are automatically routed to them.
- Refer to the [Manager's Guide](#) for instructions on how to review/approve users within your organization.
- Log into your account at least every 30 days **to avoid deactivations**. If your access is deactivated (**after 90 days of inactivity**), contact SQUARESAdmin@va.gov. **Please do not submit a new request**

Complete SQUARESAdmin@va.gov (if you need assistance)

For additional information, visit [SQUARES Resources](#)

