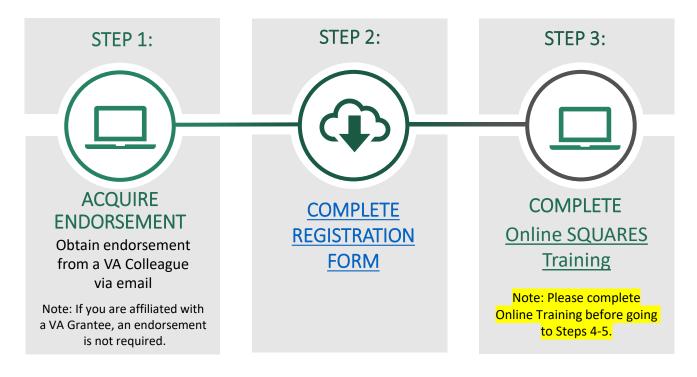
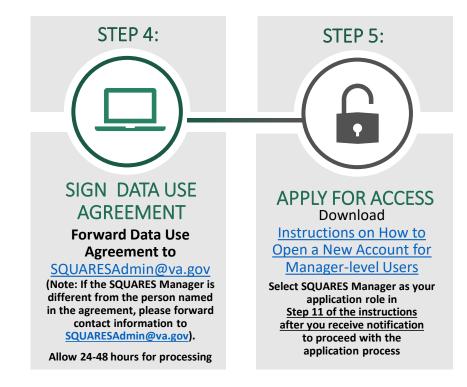
SQUARES Organization Accounts Getting Started with SQUARES (New SQUARES Managers)





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





For additional information, visit <u>SQUARES Resources</u>

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.
 <u>SQUARESAdmin@va.gov</u> 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 <u>SQUARESAdmin@va.gov</u>
- If you need to change your SQUARES Manager (after you acquire SQUARES access), contact <u>SQUARESAdmin@va.gov</u> and include the new/old SQUARES Managers name/email and organization (city/state).

When completing the application process:

- Type the SQUARES website: <u>my.va.gov/SQUARES</u> 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 <u>Steps 8-10 of</u> <u>the instructions</u>, so their access requests can be automatically routed to you for review/approval.
- In Step 11 of the application, select your specific Application Role (<u>SQUARES</u> <u>Manager</u>). SQUARES Managers will be responsible for reviewing/approving Standard Users (within their organization) when access requests are automatically routed to them.
- Refer to the <u>Manager's Guide</u> 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 <u>SQUARESAdmin@va.gov</u>. Please do not submit a new request

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





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