Getting Started with SQUARES (Standard Users)

STEP 1:

TRAINING

Complete
Online SQUARES Training
prior to requesting access
to SQUARES

STEP 2:

RESOURCES

Download
**Instructions on How to
Open a New Account**

Part 1: Request New Account
Part 2: Access Existing Account

STEP 3:

ACCESS

Type SQUARES Website in
the Chrome Browser
my.va.gov/squares

- **Please do not use Internet Explorer**

- **Please do not bookmark the site**

TIPS

When accessing SQUARES:

- Type the **SQUARES Website:
  my.va.gov/SQUARES into the Chrome
  Browser** to initially request account and to
  access account with each new visit

- **The access instructions have two parts:
  (Part 1: Request New Account)
  (Part 2: Access Existing Account)**

- **Please do not use Internet Explorer**

- **Please do not bookmark the site**

- Please login to your account 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**

When completing your application:

- Use your **business email and phone**
  (if your business email and phone changes in
  the future, please contact
  SQUARESAdmin@va.gov)

- Select the **Organization/City/State** that aligns
  to your organization so your access request
  can be automatically routed to your SQUARES
  Manager. **In Step 11 of the application, select
  Application Role (Standard User).**

  **Note: Each organization will designate a SQUARES
  Manager, who will be responsible for
  reviewing/approving access requests for their
  organization.** Contact SQUARESAdmin@va.gov if your
  organization doesn't appear in the drop-down menu,
  when you apply for access and/or if you receive a
  "No SQUARES Manager Assigned" email .

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

For additional information, visit SQUARES Resources