



SQUARES: Quick Reference Guide

Part 1: Request and Access Your Account

Overview

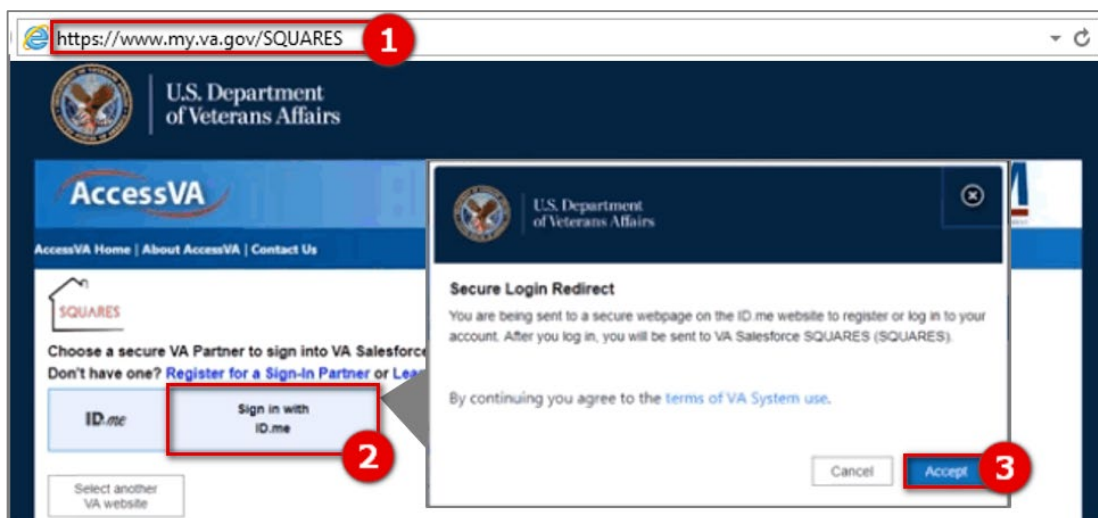
- To request or access your SQUARES account, navigate to <https://www.my.va.gov/SQUARES>.
- You will be redirected to ID.me, VA's log-in system. At your first visit, you will have to create an ID.me account, in which ID.me validates that you are who you say you are. This may take 5-10 minutes.
- At your first visit, ID.me will then redirect you to an account request form. At later visits, once your access is approved, ID.me will redirect you straight to SQUARES.
- Remember that only staff at authorized organizations can request SQUARES accounts. If you are not an SSVF, GPD, or CERS grantee, and you did not sign a data use agreement to access SQUARES, reach out to squaresadmin@va.gov before following these steps.

IMPORTANT

- When you navigate to [my.va.gov/SQUARES](https://www.my.va.gov/SQUARES), you will be redirected to a different URL. **If you bookmark SQUARES, make sure you bookmark my.va.gov/SQUARES, and not the site to which you are directed.** If you navigate to any other site, you will not be able to access SQUARES.

Part 1: Request an Account

1. Navigate to AccessVA via [my.va.gov/SQUARES](https://www.my.va.gov/SQUARES)
2. Select **Sign in with ID.me**
3. **Accept** the Secure Login Redirect





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- On the ID.me authentication page, select **sign up for an account**
- Begin the process of signing up for your account:
 - Enter your **Email, using your work email address**. Do **not** use a personal email (e.g. @gmail.com or @yahoo.com), or your access request will be rejected.
 - Enter and confirm your **Password**
 - Select the **checkbox** to accept ID.me's terms of service
 - Select the **Sign up** button
- Complete the ID.me account creation process

ID.me will also prompt you to set up **multi-factor authentication**. This means that, each time you log in, you will be prompted to enter a code sent via text message. Make sure the phone you provide ID.me is one you can reliably access, and that can receive SMSs.

When you are done setting up your ID.me account, you should be redirected to the **Open A New SQUARES Account** page. If you are not redirected, navigate again to my.va.gov/SQUARES.

- Enter your first and last name, if they are not automatically populated. (These fields may show up as "NULL" when you first arrive on the page; if so, simply erase "NULL" and enter your name instead.) You will see your email appears as you entered it on ID.me.

4 or sign up for an account

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A

B

C

D

U.S. Department of Veterans Affairs

Open A New SQUARES Account

Note: The fields highlighted in red are required.

Request Details

First Name	VETERAN
Last Name	JONES
Email	vetjones@mil.com

You must use an email address tied to your organization. Do NOT use a personal email address.

Your Organization

Please select the organization you work for, for purposes of accessing SQUARES. If your organization is a VA homeless program grantee and is not on this list, please contact the national program office for your grant. If your organization is not a grantee, you will need to sign a data use agreement to access SQUARES. Please contact your local VA partners for more information.



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Part 1: Request and Access Your Account, Cont.

8. Select the **magnifying glass icon** to search for **Your Organization**. A search window will pop up. Type your organization's name in the **Lookup search bar**. (Do not type "Test Partner"!)

Note: You do not need to enter the entire name of your organization.

9. Select your organization from the Accounts search results list. Be careful - note that some commonly-named organizations may have many records in different cities, and some organizations have a separate record for each grant program. If you select the wrong organization, your account will not be approved. **You must select your organization's name from the pop-up window. If you simply type your organization's name into the account request form, your request will fail.**

Note: In the application, you may see that your organization has separate listings for its different grant programs. If your organization would like to combine those listings under one Manager (or, conversely, if you would like to separate out a satellite office to its own SQUARES listing), reach out to squaresadmin@va.gov.

10. Repeat the lookup process for the next four fields, following instructions in the help text. Again, you must select VAMCs and CoCs in the pop-up windows. Typing them into the form will not work.



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Part 1: Request and Access Your Account, Cont.

Note: The next two steps are for SQUARES Managers only. Each organization must appoint exactly one individual to serve as SQUARES Manager. This person is responsible for managing all other users within their organization. If you apply for Manager access, the existing Manager will have their Manager privileges revoked. See Manager Guide for more information.

11. The **Application Role** defaults to the Standard User. If you are applying as a SQUARES Manager, select SQUARES Manager in the drop-down menu.
12. *Managers Only:* Select the **program** with which you are most closely affiliated from the Application Role drop-down menu:
 - SSVF
 - GPD
 - CERS (contract beds)
 - Other (select this option if you are not the recipient of a VA homeless program grant)
13. Select the **Submit Request** button

Standard Users will have their applications routed to their organization's SQUARES Manager; SQUARES Managers' applications are routed to the VA. You will receive an email notification once your request is approved or rejected. If you have questions, contact squaresadmin@va.gov.

The screenshot shows a web form with three main sections. The first section, labeled 'Application Role', has a dropdown menu with 'Standard User' and 'SQUARES Manager' options. A red circle with the number '11' is next to the dropdown. The second section, labeled '(SQUARES Managers only) Which program are you most closely associated with?', has a dropdown menu with options: '-None-', 'SSVF', 'GPD', 'CERS', and 'Other'. A red circle with the number '12' is next to the dropdown. The third section is a green button labeled 'Submit Request' with a red circle containing the number '13' next to it.

Once your account is approved, you must access SQUARES every 90 days to keep your account active. Additionally, your organization's Manager will have to re-certify your access every six months. You may get reminder emails about both processes.



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Part 2: Access Your SQUARES Account

WARNING

You **must** navigate to [my.va.gov/SQUARES](https://www.my.va.gov/SQUARES) every time you want to access SQUARES. **Do not bookmark the AccessVA log-in page you arrive at, which will have a URL beginning with access.va.gov.** If you navigate to that page, you will not be able to log into SQUARES.

If you have difficulty logging in, take a screenshot of the error you see and send it to squaresadmin@va.gov.

Once your account is approved, you can access it using the same steps you used to apply for an account:

1. Navigate to [my.va.gov/SQUARES](https://www.my.va.gov/SQUARES)
2. Select **Sign in with ID.me**
3. **Accept** the Secure Login Redirect
4. Enter the ID.me credentials you created during your account request
5. Select **Sign In**, and enter the code sent to your phone when prompted
6. You are redirected to SQUARES

