



SQUARES: Quick Reference Guide

Standard Users – Conduct a Single Search

1. Navigate to SQUARES at my.va.gov/SQUARES and access the SQUARES Home page
2. Complete as many of the Single Veteran Search fields as possible. *Searches are especially likely to fail if Last Name and SSN are **not** included.*
 - A. First Name
 - B. Last Name
 - C. SSN (Social Security Number)
Acceptable formats are: XXXXXXXXXX, XXX XX XXXX and XXX-XX-XXXX
 - D. Date of Birth
DOB should be entered as MMM D, YYYY (e.g., Nov. 1, 1985 OR Nov 21, 1985)
 - E. Gender
Given the limits of existing VA data, Male/Female are the only available gender options
3. Select the blue **Search** button
4. Review and verify the record(s) returned. Keep in mind the caveats discussed in the online training about False Positives and False Negatives. Due to incomplete records, **even if SQUARES does *not* find a Veteran record for the individual you searched, it is possible that individual may be eligible.**

The screenshot shows the SQUARES Single Veteran Search page. At the top, there is a navigation bar with a 'Home' button (callout 1) and a 'Bulk Veteran Search' link. Below the navigation bar is the SQUARES logo and the tagline 'Using data to end Veteran homelessness'. The main heading is 'Single Veteran Search' (callout 2). Below the heading is a note: 'Enter as many fields as possible. Searches without SSN and last name are very unlikely to be successful. For individuals with very common names, searches will almost always fail without SSN.' The search form contains several fields: 'First Name' (callout A) with the value 'John', 'Last Name' (callout B) with the value 'Testveteranone', 'SSN' (callout C) with the value '123456789', 'Date of Birth' (callout D) with a calendar set to 'Jan 1, 1950', and 'Gender' (callout E) with a dropdown menu showing 'Male' selected. A blue 'Search' button (callout 3) is located at the bottom left of the form. Below the form is a table of search results (callout 4) with the following data:

FIRST NAME	LAST NAME	DATE OF BIRTH	SSN	GENDER	VETERAN ELIGIBILITY STATUS	CHARACTER OF DISCHARGE	DISCHARGE YEAR
John	TESTVETERANONE	12/01/1950	123-45-6789	M	1-VHA Eligible	Honorable	1980