



SQUARES: Quick Reference Guide

Standard Users – Conduct a Single Search

1. Navigate to SQUARES at <https://www.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 **Search**
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 'Home' (callout 1), 'Bulk Veteran Search', and 'Help Desk'. 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 this is a search form with the following fields: First Name (callout A) with 'John', Last Name (callout B) with 'Testveteranone', SSN (callout C) with '123456789', Date of Birth (callout D) with 'Jan 1, 1950', and Gender (callout E) with 'Male'. A 'Search' button (callout 3) is located at the bottom left of the form. Below the search form is a calendar for January 1950, with the 1st highlighted (callout 4). At the bottom of the page is a table 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

Tip: Contact SQUARESAdmin@va.gov if you need assistance in determining eligibility status. Do not forward Personally Identifiable Information (PII) without using encryption software. *Be sure to follow your organization's protocol for securing Veterans' PII.* Visit <https://www.va.gov/homeless/squares/> for additional information.