

New SQUARES Organization Accounts

Getting Started with SQUARES (New SQUARES Managers)

STEP 1:



ACQUIRE ENDORSEMENT

Obtain/forward endorsement from a VA Homeless Program Colleague to SQUARESAdmin@va.gov.

Note: If you are a VA Grantee, an endorsement is **not** required.

STEP 2:



COMPLETE

[REGISTRATION
FORM & DATA
USE AGREEMENT](#)

STEP 3:



COMPLETE

[Online SQUARES
Training](#)

Note: Please complete Online Training before going to Steps 4-5.

STEP 4:



SIGN DATA USE AGREEMENT

Forward Data Use Agreement to SQUARESAdmin@va.gov

Note: If the SQUARES Manager is different from the person named in agreement, forward the new contact information to SQUARESAdmin@va.gov.
Allow 24-48 hours for processing.

STEP 5:



APPLY FOR ACCESS

Download [Instructions on How to Open a New Account for Manager-level Users](#)
Select SQUARES Manager as your application after you receive notification to proceed with the application process.

For technical assistance, please contact SQUARESAdmin@va.gov.
For additional information, visit [SQUARES Resources](#).



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TIPS

When completing the application process:

- Complete the Steps 1 through 5 on previous page in sequential order.
- Your organization must be added to the system **before** you apply for access. SQUARESAdmin@va.gov will notify you when this step has been completed. **Please allow 24-48 hours** for the establishment of a new account.
- **Do not use Internet Explorer.**
- **Do not bookmark the SQUARES website.**
- If you have multiple programs in various locations and you would like to have separate SQUARES Managers for each program, please contact SQUARESAdmin@va.gov.
- If you need to change your SQUARES Manager after you acquire SQUARES access, contact SQUARESAdmin@va.gov and include name, email, organization, city, and state for both the new and old SQUARES Managers.
- Enter the **SQUARES website: my.va.gov/SQUARES** into the **Chrome or Firefox** browser to initially request an account and to access the 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 (e.g., organization, city, state, continuum of care provider(s), and VAMC) so their access requests can be automatically routed to you for review/approval.
- SQUARES Managers will be responsible for reviewing/approving Standard Users within their organization. These requests are automatically routed. **Refer to the [Manager's Guide](#) for instructions on how to review/approve** users within your organization.
- Log into your account at least every 30 days **to avoid deactivation**. If your access is deactivated for inactivity, contact SQUARESAdmin@va.gov. **Do not** submit a new request.

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