

# New VA Users Getting Started with SQUARES

## STEP 1:



### TRAINING

Complete the [Online SQUARES Training](#) prior to requesting access to SQUARES.

Use Chrome or Firefox browsers

## STEP 2:



### RESOURCES

Download [Instructions to Apply for Access](#)

**Part 1:** Request Account  
**Part 2:** Access Account

## STEP 3:



### REQUEST ACCESS

In your Chrome or Firefox browser, enter [va.community.force.com/helpdesk](https://va.community.force.com/helpdesk)

**Do not** use Internet Explorer.

**Do not** bookmark the SQUARES website.



## TIPS

### When completing the application process:

- Enter [va.community.force.com/helpdesk](https://va.community.force.com/helpdesk) into the **Chrome or Firefox** browsers to initially request a new account and refer to [Part 1 of the Instructions](#).
- The access instructions have two parts:
  - Part 1: Request Account
  - Part 2: Access Account
- Enter [va.my.salesforce.com](https://va.my.salesforce.com) in the **Chrome or Firefox** browser to access **SQUARES** for each new session.

- **Do not use Internet Explorer.**
- **Do not bookmark the SQUARES website.**
- Use your business email address. If your business email or phone changes, please contact [SQUARESAdmin@va.gov](mailto:SQUARESAdmin@va.gov).
- Log in at least every 30 days **to avoid deactivation**. If your access is deactivated due to inactivity, please contact [SQUARESAdmin@va.gov](mailto:SQUARESAdmin@va.gov). **Do not submit a new request.**
- VA and Non-VA Users have different access instructions. The access guidance on this page is specifically for **VA Users**.

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

