

Getting Started with SQUARES (New SQUARES Managers - VA Grantees)

STEP 1:



COMPLETE Online
SQUARES
Training

Note: Please complete Online Training before going to Step 2.

STEP 2:



APPLY FOR ACCESS

Download
[Instructions to Managers](#)
[Quick Reference Guide](#)

Select SQUARES Manager as your application.

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 and 2 on previous page in sequential order.
- If you are a VA Grantee, please skip Part 1 of the Quick Reference Guide for Managers.
- **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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