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.
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.

For technical assistance, please contact SQUARESAdmin@va.gov.
For additional information, visit SQUARES Resources.

Published: May 2021