

Non-VA Standard Users Getting Started with SQUARES

STEP 1:



TRAINING

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

STEP 2:



RESOURCES

Download [Instructions on How to Open a New Account](#)

Part 1: Request New Account
Part 2: Access Existing Account

STEP 3:



ACCESS

Enter SQUARES Website URL in the Chrome or Firefox browsers:

my.va.gov/squares

Do not use Internet Explorer.

Do not bookmark the SQUARES website.



TIPS

When accessing SQUARES:

- Enter the **SQUARES Website URL: my.va.gov/SQUARES** into the **Chrome or Firefox** browsers to initially request an account and to access the account with each new visit.
- The access instructions have two parts:
 - Part 1: Request New Account
 - Part 2: Access Existing Account
- **Do not** use Internet Explorer.
- **Do not** bookmark the SQUARES website.
- Please login to your account every 30 days **to avoid deactivation**. If your access is deactivated for inactivity, contact SQUARESAdmin@va.gov. **Do not** submit a new request.

When completing your application:

- Use your **business email and phone**. If your business email and/or phone changes in the future, please contact SQUARESAdmin@va.gov.
 - Select the **Organization/City/State** that aligns to your organization so your access request can be automatically routed to your SQUARES Manager. When asked, select the **Application Role of Standard User**.
- Note:** Each organization will designate a SQUARES Manager who will be responsible for reviewing/approving access requests for their organization. Contact SQUARESAdmin@va.gov if your organization doesn't appear in the drop-down menu when you apply for access, or if you receive a "No SQUARES Manager Assigned" email.

For technical assistance, please contact SQUARESAdmin@va.gov.

For additional information, visit [SQUARES Resources](#).

