

STEP 1



TRAINING

Prior to requesting access, complete the [online training](#).

STEP 2



RESOURCES

Review and download the [Instructions on How to Open a New Account \(for Non-VA Users Only\)](#)

Refer to **Part 1: Request New Account for Initial Application**

STEP 3



REQUEST ID.me Account

Enter SQUARES website URL in a Chrome or Firefox browsers: my.va.gov/SQUARES

Do not use Internet Explorer.
Do not bookmark the SQUARES website.

Request ID.me Account:

You will be directed to the ID.me site to provide additional information and acquire an access code. If you have an existing ID.me account, please use your business email as your primary email. **Do not** create a new ID.me Account.

STEP 4



EMAIL CONFIRMATION

You will receive an email confirmation when your account has been approved by your organization's SQUARES Manager

Please allow 24-48 hours for your application to be processed.

STEP 5



ACCESS WITH EACH VISIT

In a Chrome or Firefox browser, enter my.va.gov/SQUARES to access the site:

Refer to **Part 2** of the application instruction: **Access Registered SQUARES Account for Each Visit**. Repeat this step – each time you access SQUARES.

Do not use Internet Explorer.
Do not bookmark the SQUARES website.

For technical assistance, please contact the [Help Desk](#). For additional information, visit [SQUARES Resources](#).





TIPS

- Enter the **SQUARES website URL:** my.va.gov/SQUARES into a **Chrome** or **Firefox** browsers to initially request an account and refer to [Part 1 of the Instructions: Request New Account for Initial Application](#).
- **Note:** You will be directed to the ID.me site to provide additional information. If you have an existing ID.me account, please use your business email and your primary email for SQUARES.
- After your access is granted, refer to [Part 2 of the Instructions: Access Registered SQUARES Account for Each Visit](#).
- Enter the **SQUARES website URL:** my.va.gov/SQUARES in a **Chrome** or **Firefox** browser to access SQUARES with each new visit.



- **Do not** use Internet Explorer.
- **Do not** bookmark the SQUARES website.

- Use your **business email and phone number when you apply for access.** If your business email and/or phone number changes in the future, please submit a [Help Desk Ticket](#) so your ID.me and SQUARES profiles can be updated.
- Select the **Organization/City/State, VAMC, and CoC** 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**.
- Please login to your account every 30 days **to avoid deactivation.** If your access is deactivated due to 90 days of inactivity, submit a [Help Desk Ticket](#). **Do not submit a new request.**

Note: Each organization will designate a SQUARES Manager who will be responsible for reviewing/approving new access requests for their organization. Submit a [Help Desk Ticket](#) if your organization, VAMC, or CoC doesn't appear in the drop-down menu when you apply for access, or if you receive a "No SQUARES Manager Assigned" error message.

For technical assistance, please contact the [Help Desk](#). For additional information, visit [SQUARES Resources](#).