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:
  o Part 1: Request New Account
  o 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.

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