New Managers/Other Organizations: Getting Started

STEP 1

TRAINING

Prior to requesting access, complete the **online training**.

STEP 2

RESOURCES

Acquire VA Endorsement, Complete Registration and Sign Data Use Agreement

Enter your VA Endorser's contact information on the registration form. Download the **Instructions to Managers - Quick Reference Guide**

Part 1: Completing a Registration Form

Part 2: Requesting a New Users Account

STEP 3

REQUEST ID.Me Account

Enter the SQUARES website URL in a Chrome or Firefox browser: **my.va.gov/SQUARES**

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.

Select **SQUARES Manager** as your application role.

STEP 4

EMAIL CONFIRMATION

You will receive an email confirmation when your account has been approved by the SQUARES administrator.

(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 3** of the application instructions: **Accessing a Registered SQUARES Account** 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

When completing the application process:

- Complete Steps 1 through 5 on the previous page in sequential order.

- If you have multiple programs in various locations and you would like to have separate SQUARES Managers for each program, please contact the Help Desk.

- If you need to change your SQUARES Manager after you acquire SQUARES access, contact the Help Desk and include your name, email, organization, city, and state for both the new and old SQUARES Managers.

- Enter the **SQUARES website, my.va.gov/SQUARES**, into a Chrome or Firefox browser to initially request an account and to access the account 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.

- When you acquire access, select a backup in your manager portal so we can contact them if you are not available.

- SQUARES Managers will be responsible for reviewing/approving Standard Users within their organization. These requests are automatically routed. **Refer to the additional resources for Managers when you acquire access to the system**

- Be sure to share your email and information unique to your organization with your new users (e.g., organization, city, state, continuum of care providers, and VAMC) so their access requests can be automatically routed to you for review/approval. Advise users to register with their business email when they independently apply for an account.

- Log into your account at least every 30 days **to avoid deactivation**. If your access is deactivated for 90 days due to inactivity, submit a Help Desk Ticket. **Do not submit a new request.**

For technical assistance, please contact the Help Desk. For additional information, visit SQUARES Resources.