

# Kahua Quick Reference Guide

## How to Create a Login.gov Account

### Project Lifecycle Applicability

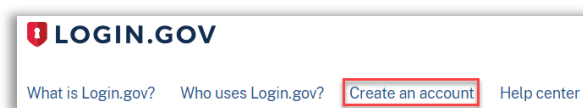


### About Login.gov

Users that are not within the GSA network will need to utilize the **Login.gov** service to access Kahua. Login.gov offers the public secure and private online access to participating government programs. With one Login.gov account, a user can sign into services offered by multiple government agencies. The goal is to make managing federal benefits, services, and applications easier and more secure.

### How to Create a Login.gov Account

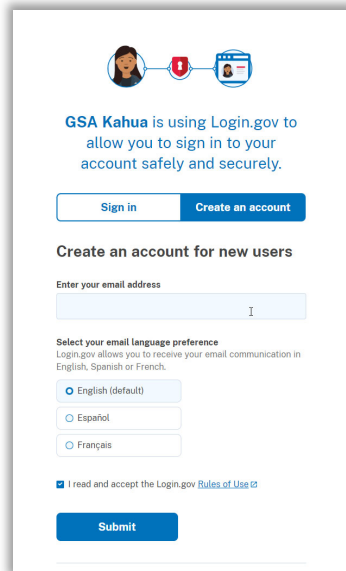
1. Navigate to <https://login.gov> through a web browser (Microsoft Edge, Google Chrome, etc.)
2. From landing page, click **Create an account**.



3. Enter your **email address** in the text field.

**Note:** This email address should be the same as the email associated with your Kahua account.

4. Click the **checkbox** next to **I read and accept the Login.gov Rules of Use**.
5. Select **Submit** button.

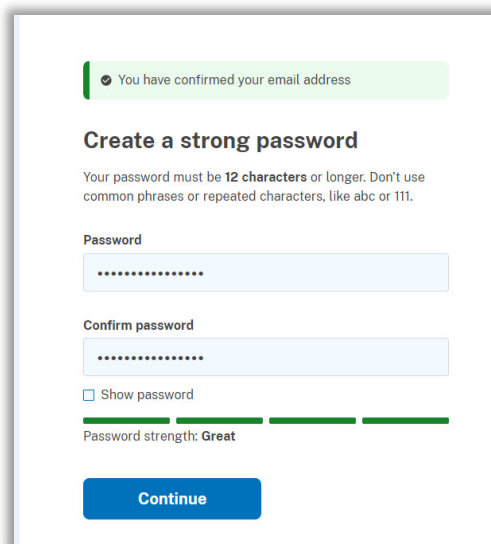


**Note:** An email will be sent to confirm your email address.

6. Open the email you received from Login.gov with a subject “Confirm your email.”.
7. Click **Confirm Email Address**.
8. A new tab will open in your web browser where you can enter a **Password**.
9. Enter the same password in the **Confirm password** field.

**Note:** The password created must meet the password criteria stated above the Password fields.

10. Click the **Continue** button.



11. Select an **Authentication Method**.



- a. Face or Touch Unlock,
- b. Authentication App,
- c. Text or Voice Message,
- d. Backup Codes,
- e. Security Key, or

**Note:** It is recommended to select at least two different methods in case you lose one of your methods.

12. Click the **Continue** button.
13. Follow instructions for the selected Authentication Method(s), and click the **Continue** button.

You are now successfully set up to Login.gov and can log into the Kahua application using the Login.gov process. You can add additional Authentication Methods by selecting **Choose Another Authentication Method** in your login.gov account.

**Note: If you are adding an additional email address to the same login.gov account, be sure to click "confirm" AND in the SAME WINDOW log in with the newly added email. Do not navigate away or try to log in on another tab as there is a syncing issue if it is not done in this sequence.**

## Resources

For additional help with Kahua applications, you can access the instructor-led training calendar, self-paced videos, and Quick Reference Guides (QRGs) from this link: [Training: Project Management tool | GSA](#)

## Related QRGs

[Kahua Intro and Navigation](#) – Learn more about how to log into Kahua and basic system navigation