

# Kahua Quick Reference Guide

## Introduction/Navigation

### Project Lifecycle Applicability



### About Introduction/Navigation

#### [Access Kahua](#)

[Log In to Kahua from the Desktop – External Users \(Login.gov\)](#)

[Log In to Kahua from the Desktop – Internal GSA Users \(GSA Auth\)](#)

[Log In to Kahua from the Web App](#)

[Navigating Kahua](#)

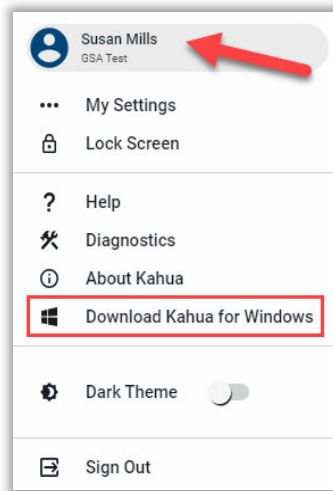
Kahua is the PBS enterprise-wide project management information system and the project management system of record. The tool is where project work gets done and sets the foundation for project excellence through Kahua's ease of functionality. Through its use, Kahua promotes electronic project collaboration to improve project delivery practices.

### Access Kahua

To access Kahua, you can use either the Desktop or Web application.

#### 1. Desktop Application

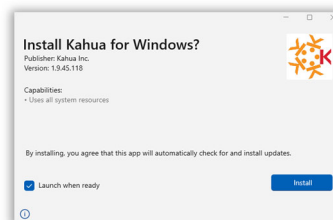
- a. The desktop application is installed from BigFix for internal GSA users. For more information on how to install the desktop application from BigFix, please see the [BigFix Download and Opening the App Quick Reference Guide \(QRG\)](#).
- b. For EXTERNAL users, install the desktop application from the web application using one of two methods.
  - i. Via the **User Profile settings**



ii. Or the **sign in** page of the web app.



c. The desktop application when clicked will begin downloading.



## 2. Web Application

- Navigate to the Kahua home page at <https://launch.kahuafn.com>.
- The web application will automatically launch.
- Kahua is browser agnostic, but the preferred browsers are Google Chrome or Microsoft Edge.

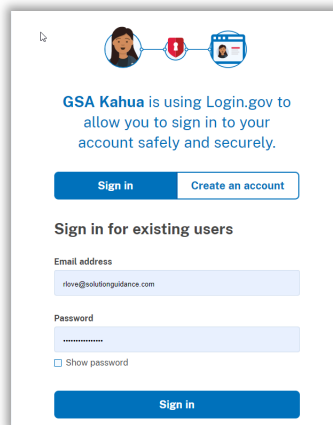
## Log In to Kahua from the Desktop – **EXTERNAL USERS (Login.gov)**

- From the Kahua application, enter your email address in the **Username** field.

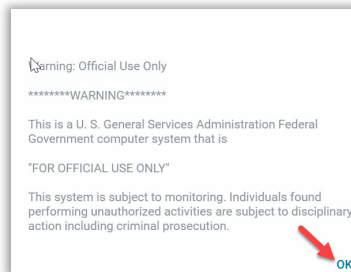
2. Click the **arrow** button.



3. Click the **Sign In** button.
4. When logging in outside of the GSA network, the system will prompt the single sign on process through Login.gov. To create a Login.gov account, please see the [Login.gov QRG](#).

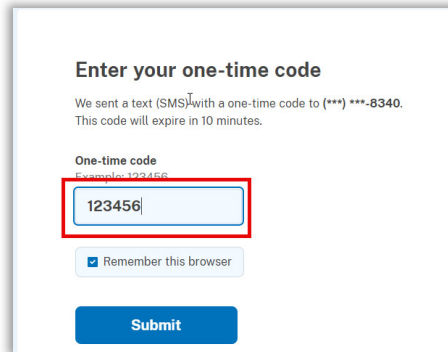


5. After reading the Official Use Only message, click **OK**.



6. Enter your **Registration Code** and click the **Submit** button. You should now be logged into the Kahua desktop application.

**Note:** When a Login.gov account is set up, it will ask you choose a delivery method, and this will be the default method that is used. To change the delivery method, you will need to modify your settings in your Login.gov account.

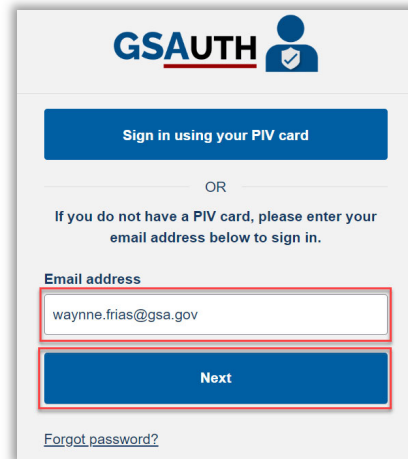


## Log In to Kahua from the Desktop – **INTERNAL GSA USERS (GSA Auth)**

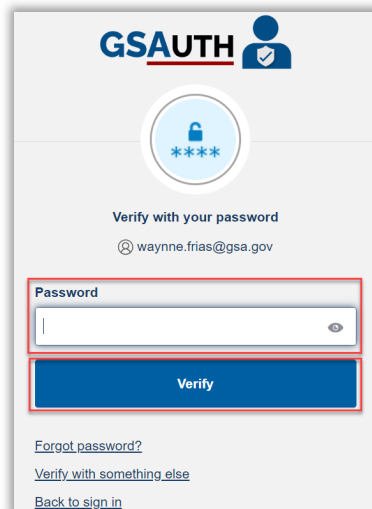
1. From the Kahua application, enter your email in the **Username** field.
2. Click the **arrow** button.



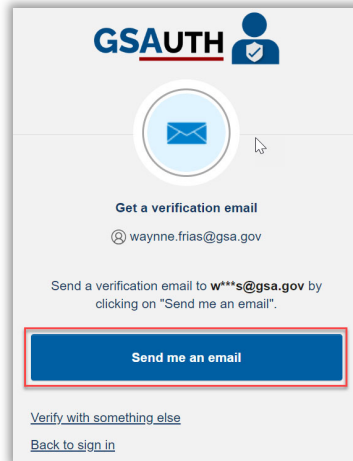
3. Click the **Sign In** button.
4. When logging in on the GSA network, the system will prompt the single sign on process through GSA Auth. GSA Auth is a new single sign-on solution to access GSA applications with multi-factor authentication and will replace the current authentication platform (SecureAuth). Users will need to [complete a one-time enrollment for GSA Auth](#) before logging into Kahua.
5. A web browser tab will open to the GSA Auth login page. If you would like to login using your PIV card click **Sign in using your PIV card** and you may skip to step 11. If you would like to login using your GSA Auth login please continue to step 6.
6. Enter your gsa.gov email address in the **Email address** field and click the **Next** button.



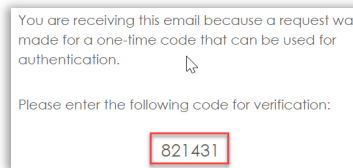
7. Enter your password in the **Password** field, and click the **Verify** button.



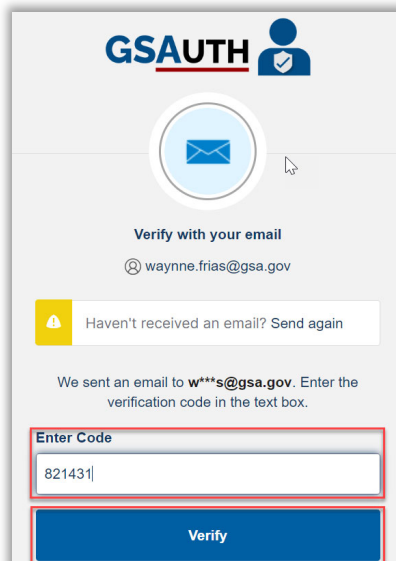
8. You may now send yourself the verification email that will include a 6-digit code. Click the **Send me an email** button.



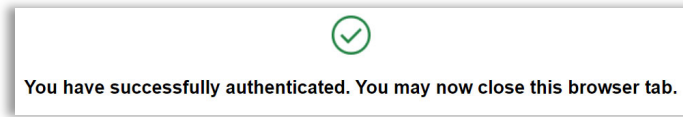
9. The email will be sent to your inbox(gsa.gov) with the 6-digit code.



10. Back in the web browser tab, you may now enter the 6-digit code in the **Enter Code** field. Click the **Verify** button to complete the authentication.

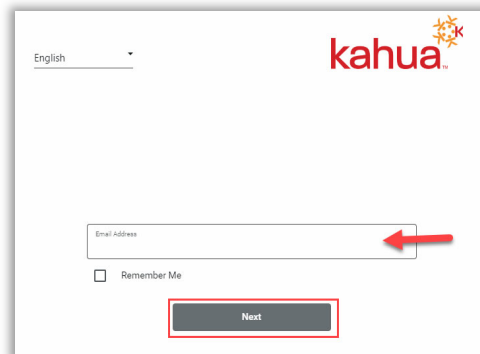


11. You have now successfully authenticated your account through GSA Auth and can close you web browser tab.



## Log In to Kahua from the Web App

1. From the Kahua web application, enter your email in the **Username** field.
2. Click the **Next** button.

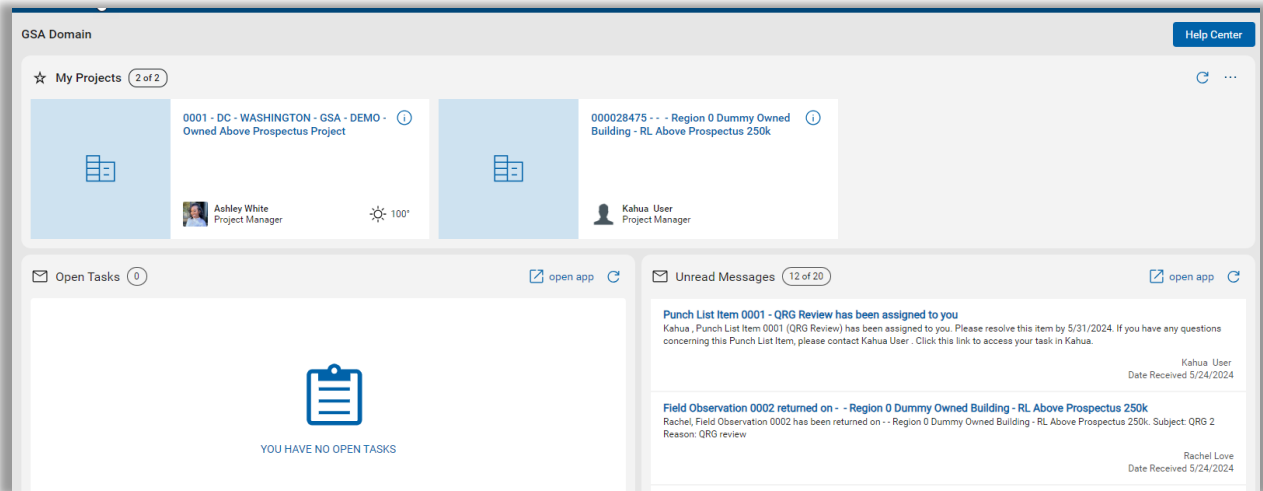


3. Click the **Sign In** button.
4. If you are logging in with a gsa.gov email and on the GSA network, you will use the single sign-on method to log into Kahua and will be automatically logged into the system and may skip steps 7 through 10 and proceed to the [Navigating Kahua](#) section of this QRG.
5. If you are outside of the GSA network, the system will prompt the single sign on process through the Login.gov. This is the same process as logging into the desktop app as shown in the [Log In to Kahua from the Desktop – EXTERNAL USERS \(Login.gov\) section](#) above.

## Navigating Kahua

### Landing Page

1. The **Landing Page** opens upon logging in to Kahua. This is your home screen.
2. The **Landing Page** displays:
  - a. **My Projects** – Projects that have been starred in **Project Finder**
  - b. **Open Tasks** – Any task not yet completed
  - c. **Unread Messages** – Messages that have not been read
  - d. **Help Center** – Link to General Kahua Support Page

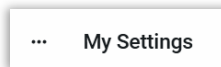


## Edit My Settings

1. Click on your **Username** at the top right of the screen.

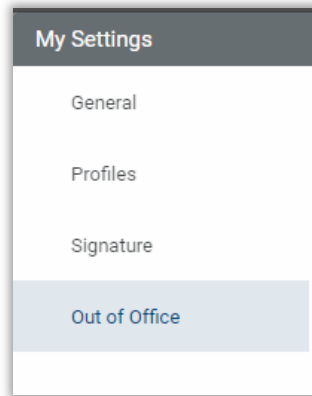


2. Click **My Settings** to display the pop-up window.



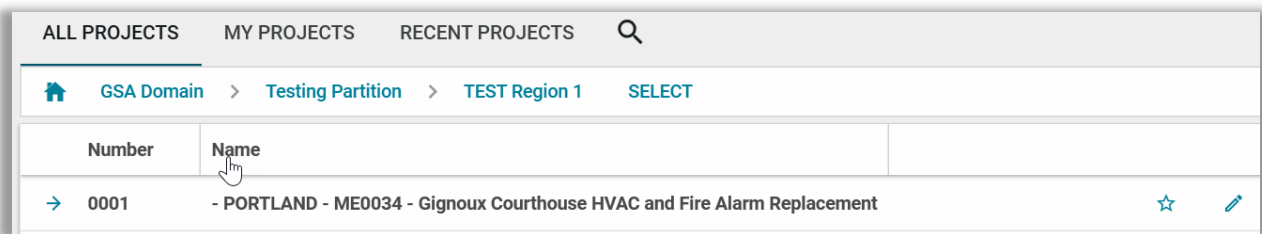
3. You can make any changes to your profile within the **My Settings** sections. For more information of each section of **My Settings**, refer to the [Profile Settings QRG](#).
  - a. **General** – Message Options, Time zone, Language, and Partition Navigator
  - b. **Profiles** – User Information, Profile Picture
  - c. **Signature** – Set up Signature, Image, and 4-Digit PIN. Signatures are used to acknowledge or approve documents within certain Kahua apps
  - d. **Out of Office** – Set out of office time periods and assign a delegate that can act on your behalf.





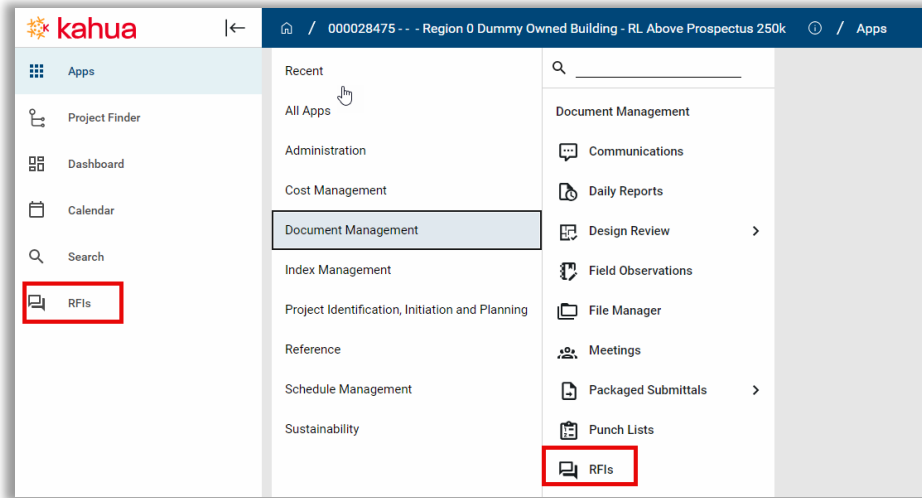
### Navigate to a Project

1. Click on the **Project Finder** app. You can also right-click the app to display the projects that you have designated (select star icon next to project name) as My Projects.
2. Under the GSA Domain, select the GSA partition.
3. Select the Region number of your project. Under each region there are several partitions setup dividing each region by Division and Service Center.
4. Select the appropriate Division or Service Center of your project. There may be another partition level within your selection.
5. Navigate to the appropriate partition. You can see the number of projects listed within each of these partitions.
6. Click on the **Project Name**. The partition that you are in is displayed at top workspace context with your Project Name and Project Details.
7. For more information on the Project Finder app, please see the [Project Finder QRG](#).



### Navigate to an Application

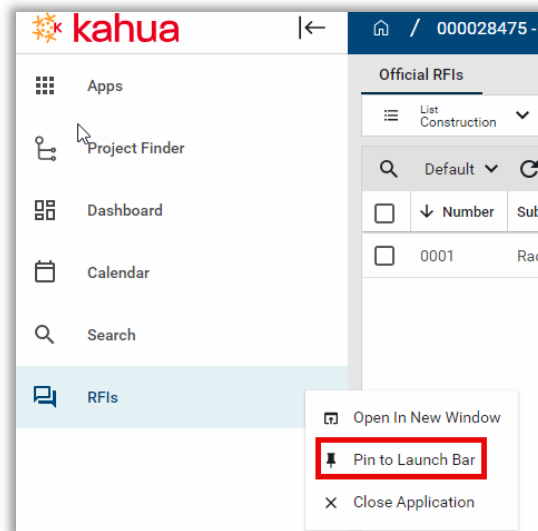
1. From within your project, click **Apps** on the launch bar on the left side of the window.
2. Within the middle panel, the Applications have been grouped into their perspective sections. Once a group is selected, the **Apps** from that section appears in the right panel. You can also select **All Apps** to show all apps that are available. Please remember that the available apps are dependent on your group level access within the partition or project level you are in.
3. Click on the desired application title (e.g., RFIs or Submittals) to open the application.
4. The app also appears in the launch bar on the left side pane once opened. You can also right-click the app title to close the app.



### Pin and Unpin Apps

If desired, pin an app to always have that app appear in your launch bar every time you enter this partition or project.

1. Right-click an app in the launch bar to open the app menu.
2. Click **Pin to Launch Bar**.

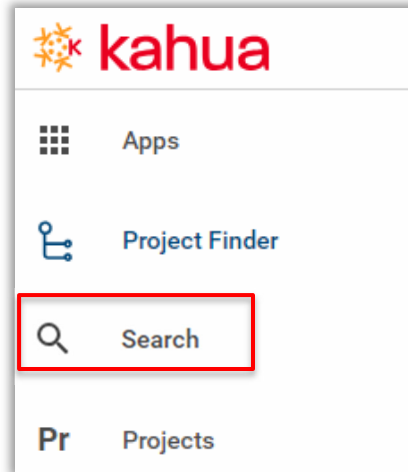


3. If the app is no longer needed, right-click the app name in the launch bar and click **Unpin from Launch Bar**.

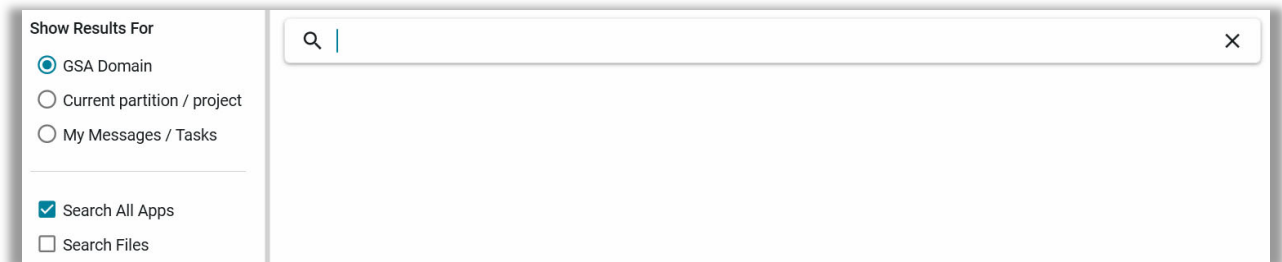
### Search

The Search feature can be used to search Kahua. You have the option to search the entire **GSA Domain**, **Current partition / project**, or **My Messages / Tasks**.

1. Click the **Search** icon in the launch bar.



2. Select the radio button for **GSA Domain**, **Current partition / project**, or **My Messages / Tasks**.
3. In the **Search** field, enter the information that you would like to find.
4. **Results For** populates if the search item is found in Kahua.
5. **Click** the results title to open on the right-hand side of the screen.



## 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

[BigFix Download and Opening the App](#)  
[Uninstalling and Downloading the App for External Users](#)  
[Profile Settings](#)  
[Project Finder](#)  
[Messages](#)  
[Tasks](#)