

Kahua Quick Reference Guide

Profile Settings

Project Lifecycle Applicability



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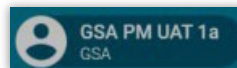
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Profile Settings can be established on your Kahua Profile. The Profile Settings determine how your information is displayed in the Users App. You can make any updates to your profile information by editing My Settings.

Access Profile Settings

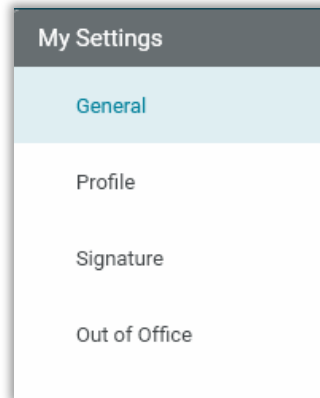
1. To access your Profile Settings, Click the person icon in the upper right corner of your screen (or if you've set a picture, select your image).



2. Select My Settings from the drop-down menu to bring up your user account.



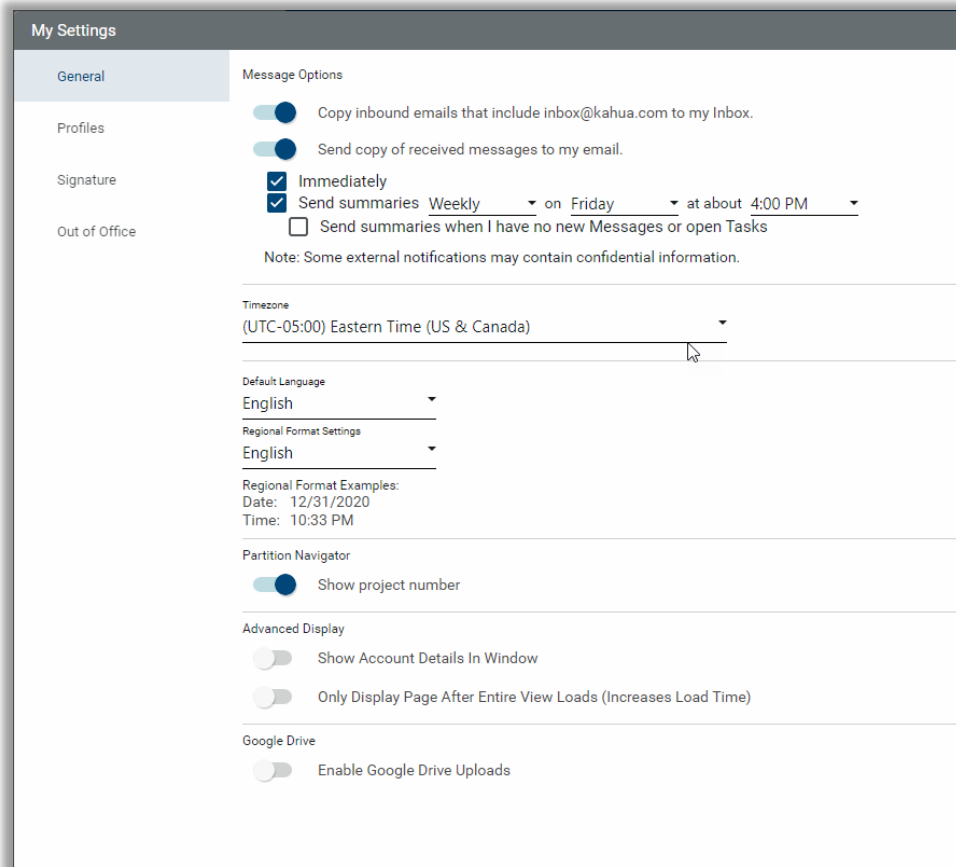
3. There are four tabs with available settings on the My Settings Action bar. Click the tab title that you would like to update.



General

Application settings such as notification preferences, user time zone and language preferences, display of the project number in partition navigation, and display of account details in window can be adjusted.

1. **Message Options** – settings to include inbound emails to your Kahua Inbox, send copies of received messages to your email address, schedule immediate delivery of messages, and schedule summaries messages by weekly or daily frequency.
2. **Time zone** – set the time zone to reflect your GSA region from the dropdown.
3. **Default Language** – set the language from the dropdown.
4. **Regional Format Settings** – set the language from the drop down to change the regional format of the Date and Time display within Kahua. Once selected the Regional Format Examples will display the current format.
5. **Partition Navigation** – Show the project number in the Partition Navigator
6. **Advanced Display** – Show account details in window, only display page after entire view loads (Increases load time)
7. **Google Drive** – Enable Google Drive Uploads

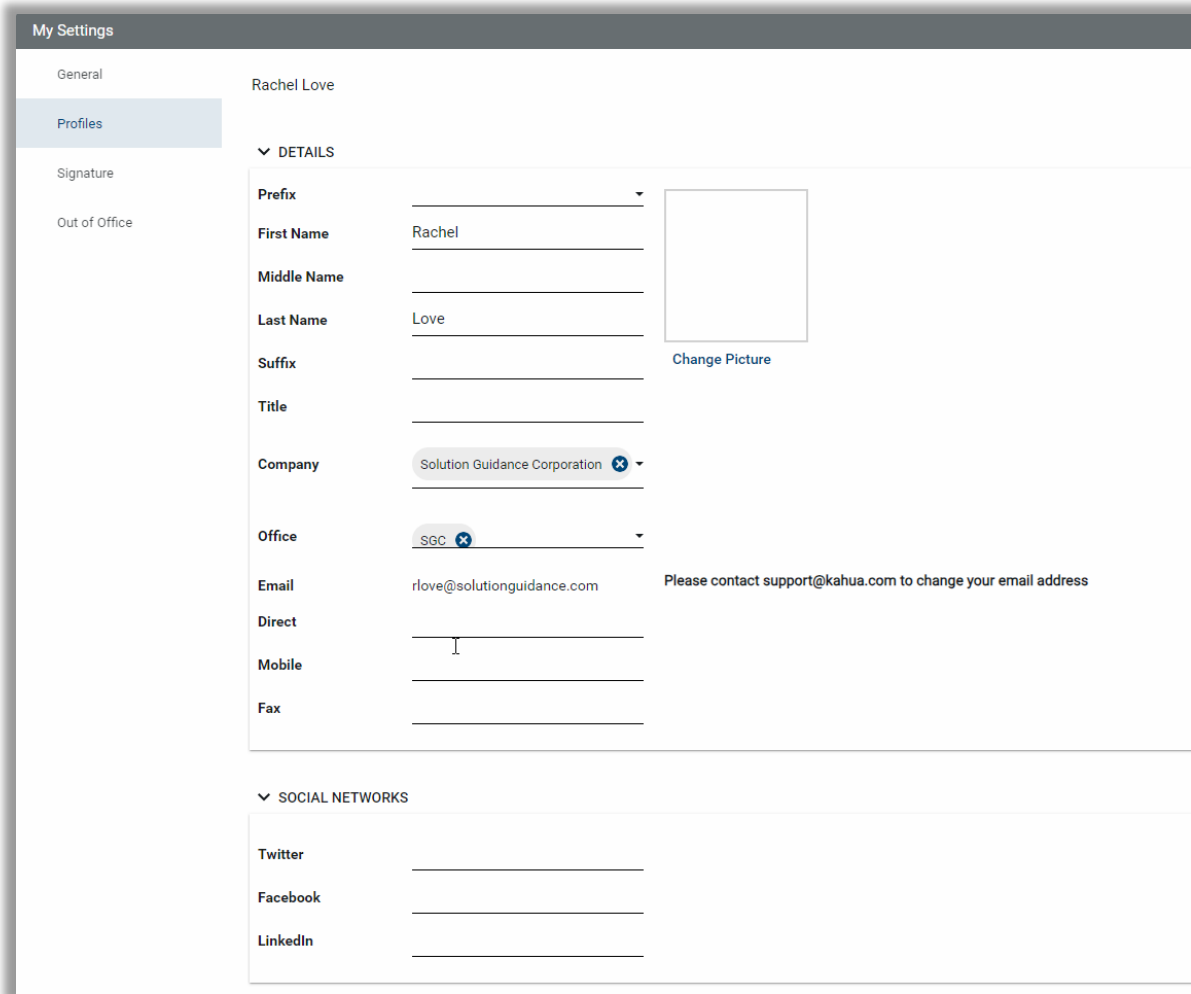


Profiles

Allows users to update their personal metadata.

1. **Details** – Users can fill out their user information, including uploading a photo, as needed by the organization.
2. **Change Picture** – click the link to upload your profile picture.
3. **Social Networks** – Allows users to add profiles of social networks.

Note: The associated email address can only be changed by contacting Kahua Support by submitting a ticket through the [Kahua Support Form](#).



Password

Note: This is not a tab in your settings. The information below is for your general knowledge.

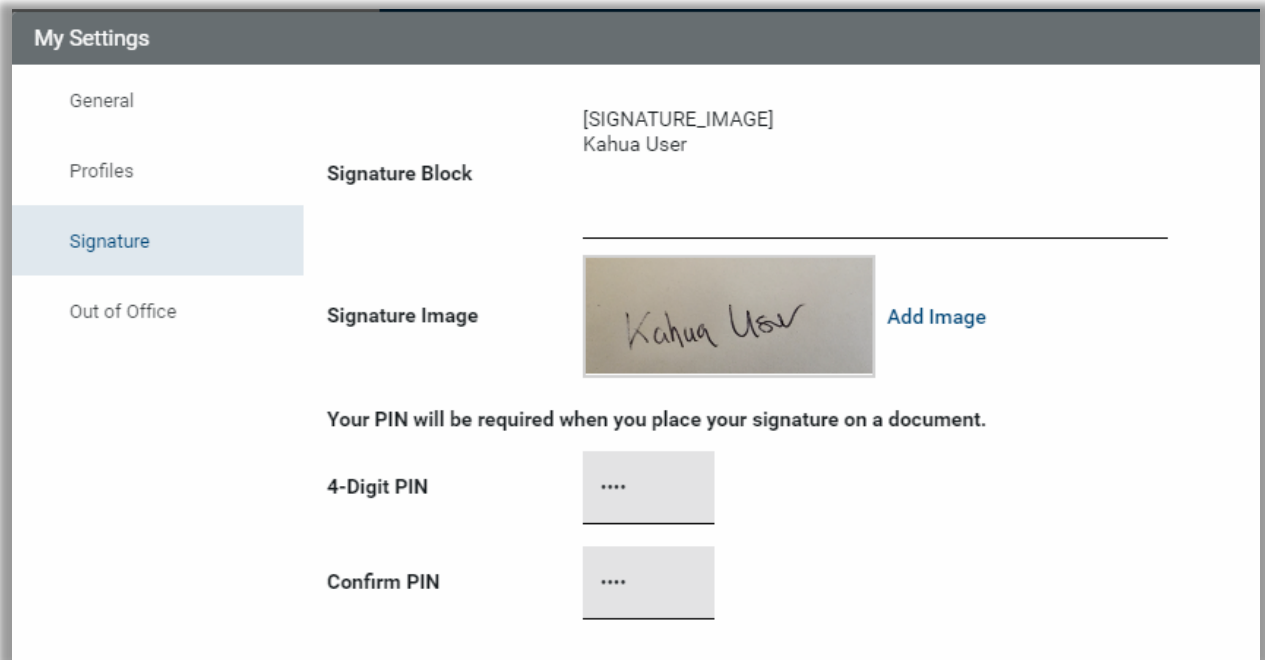
Users cannot change their Kahua account password. Passwords will be established by your GSA ENT account.

1. Internal GSA.gov users can reset their password at <https://reset.gsa.gov/>.
2. External user may reset their Active Directory password at <http://extreset.gsa.gov>.
3. Minimum password length is 16 characters. The password must be different than the last 24 passwords.

Signature

Upload a signature image and set how a signature block appears. In this section, the user assigns a PIN used any time a signature is requested by the system. This signature may be utilized in response to approval tasks or in creation of certain communications.

1. **Signature Block** – Input your Signature Block into the text field.
2. **Signature Image** – Add Image to your signature. Click the **Add Image** link to upload your signature. Signatures must be in .png or .jpg format.
3. **4-Digit PIN** – set your 4-digit pin
4. **Confirm 4-Digit PIN** – re-enter your 4-digit pin to confirm.



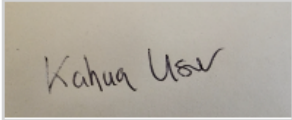
My Settings

- General
- Profiles
- Signature**
- Out of Office

Signature Block

[SIGNATURE_IMAGE]
Kahua User

Signature Image

 [Add Image](#)

Your PIN will be required when you place your signature on a document.

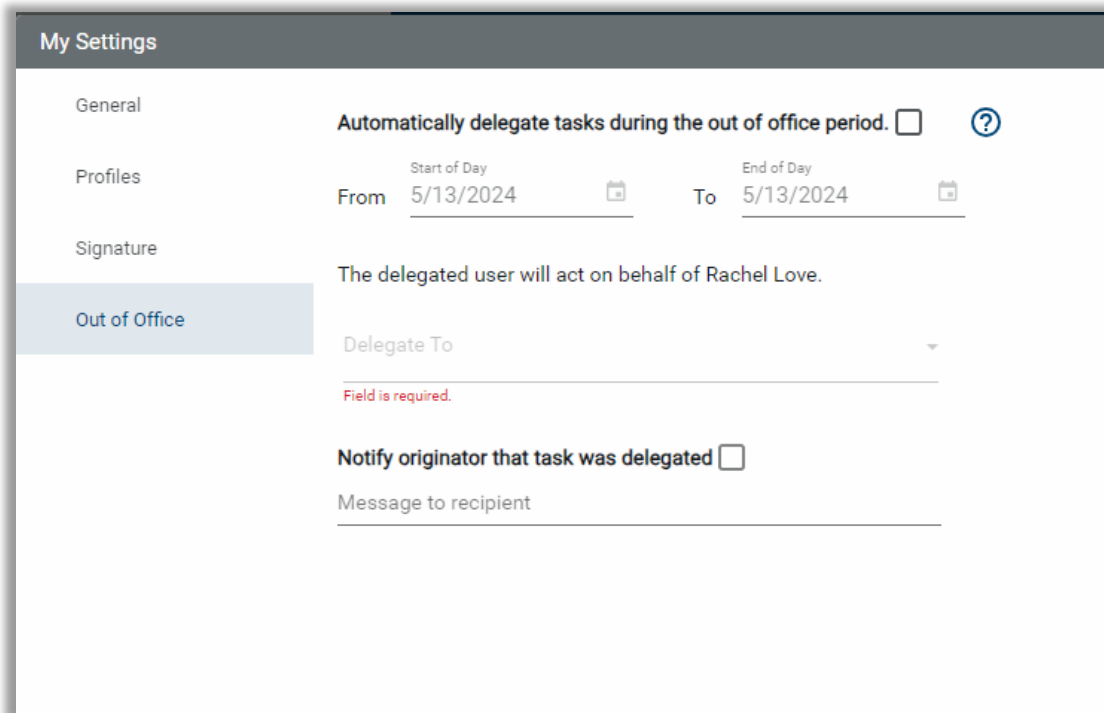
4-Digit PIN

Confirm PIN


Out of Office



Allows users to set delegates to act on their behalf.

1. **From, To** – Set dates for times that you will be out of the office
2. **Delegate To** – Identify user that can act on your behalf.
3. **Notify Originator** – Let delegate user know that the task was delegate to them.



My Settings


General **Automatically delegate tasks during the out of office period.** 

Profiles Start of Day From 5/13/2024  End of Day To 5/13/2024 

Signature

Out of Office

The delegated user will act on behalf of Rachel Love.

Delegate To 

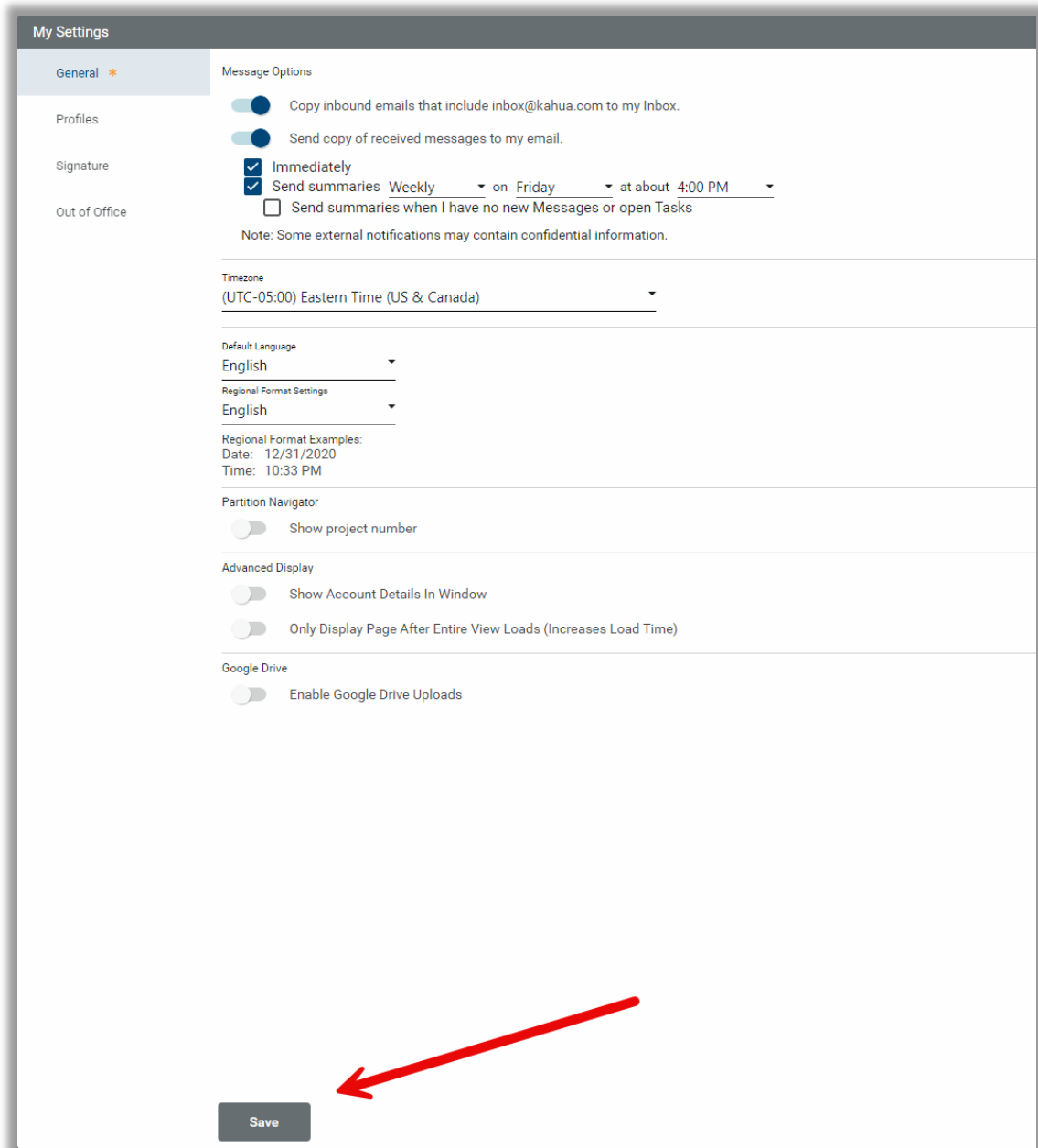
Field is required.

Notify originator that task was delegated

Message to recipient

Save Profile Settings Changes

1. As changes are made within the My Settings tabs, the **Save** button will be available at the bottom of the tab. Click the Save button.



The information will be updated, and the Save button will be grayed out to confirm.



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

[Introduction and Navigation](#)