Kahua Quick Reference Guide
Uninstalling and Downloading the Kahua App – External Users

Project Lifecycle Applicability

Identification/Initiation → Planning → Execution → Closeout
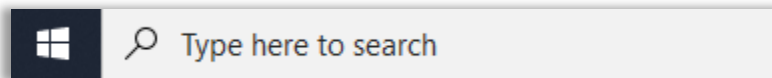
About Kahua App for GSA

An external user who has a Kahua account within the GSA network can access Kahua via the web or the desktop application. The desktop application must be downloaded to the user's desktop and an icon will be added that allows the user to open Kahua with one click.

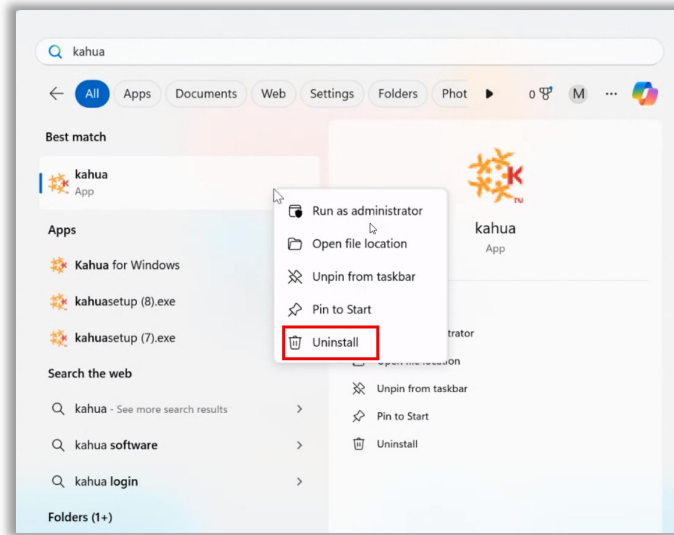To request a GSA Kahua account, complete the Kahua User Request Form - Smartsheet.com (smartsheetgov.com).

Note: If you have previously downloaded the Kahua desktop app you will need to uninstall the program and then follow the below steps. If you have not installed the desktop app you can proceed with the steps noted in the Download the Kahua App section of this QRG.

Uninstall a Previous Version of the Kahua App

1. To uninstall the Kahua app, search for it using the Search box on the Windows taskbar.

2. Right-click on the Kahua app icon, and select **Uninstall**. Then proceed with the installation instructions below.
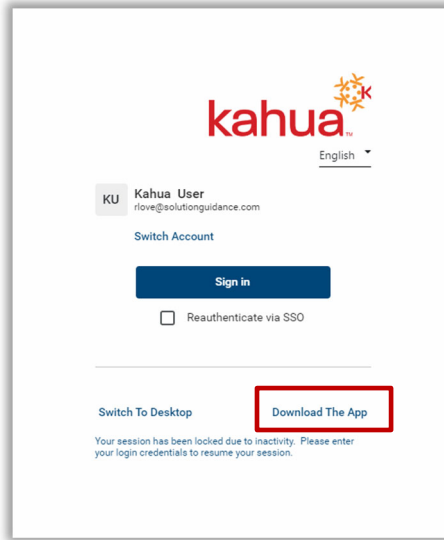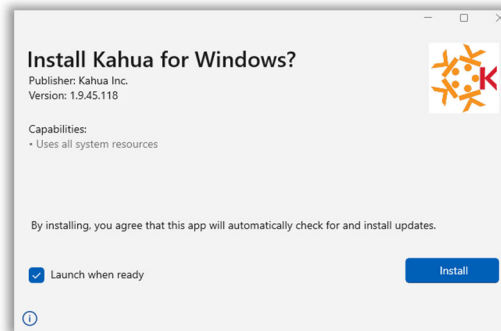
Download the Kahua App

1. Go to https://launch.kahuafn.com using your preferred web browser.
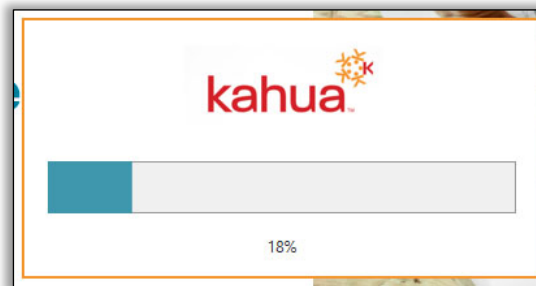2. Login using your email address.

3. Select the **Download the App**.

4. Navigate to the **Download** folder in your browser and select the file and open.
5. Click **Install** in the window that opens.

6. Wait for the download to complete.

7. Enter your **Email Address**, and select the arrow next to the email address.

8. Follow the instructions to set up your Login.gov access using the create an account if you do not yet have one. If you have a Login.gov account, enter your email and password. You will be entered into Kahua desktop.

   Note: Login.gov will be your single sign on and will be required for logging into Kahua.

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

Create a Login.gov Account