

Kahua Quick Reference Guide

Downloading the Kahua App – External Users

About Kahua App for GSA

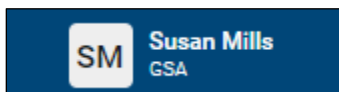
[Download the Kahua App](#)
[Update the Desktop Application](#)
[Access Kahua via the Web](#)

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.

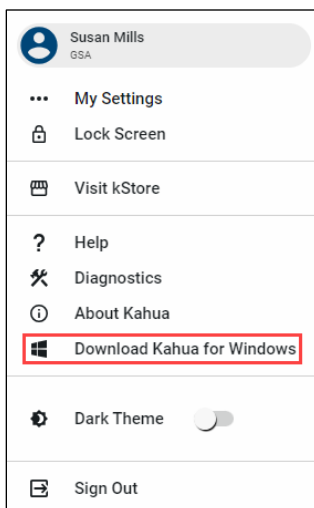
To request a GSA Kahua account, complete the [Kahua User Request Form - Smartsheet.com \(smartsheetgov.com\)](#).

Download the Kahua App

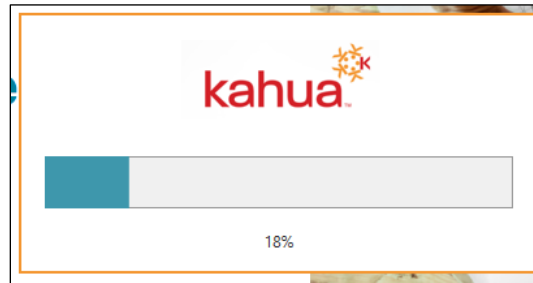
1. Open <https://launch.kahuafn.com>.
2. Log in with your GSA Kahua log in credentials.
3. Click the **profile icon** in the top right corner.



4. Click **Download Kahua for Windows** from the dropdown list.



5. Wait for the download to complete.



6. Verify that the app that opens is the **FN1** (federal network) environment. The current version and environment will show at the bottom of the screen.



7. If the environment is correct, enter the email address and follow the **SSO** process to log in.
8. If the environment is NOT FN1, close the open Kahua instance and follow the instructions **for Updating the Desktop Application**, below.

Note: This will update your desktop application and you will be able to use the icon for future logins.

Update the Desktop Application

The desktop application will automatically update each Monday. If you do not log in to Kahua often, the update may take longer.

1. Open the desktop application by clicking the Kahua icon on the computer.
2. The desktop application will update automatically to the latest version.
3. To point the desktop application to the FN1 server, enter the following in the Email Address field: your email address/**fn1** (see example below).



Note: This step should only be required once. The next time you log in, enter your email address only in this field.

Resources

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