GSA Kahua Instructor Led Training Calendar

Click the course link to register for the date and time of your choice.

For a great introduction to Kahua, please visit the **eLearning Video Library.**

Course Name	Course Description	Date Offered	Course Times	Course Duration	Audience
Welcome, Introduction, Navigation, and Communications	Welcome, review of user interface components, including app bar, project navigation, opening apps, list, detail and split views, setting up the user profile, Project Title Bar, Getting Started page, and the Communications app.	Tue 2/4/25	11:00 AM ET	60 min	All GSA Kahua Users All External Vendors Customers
RFIs and Media Manager	Create, submit, and respond to an RFI. This course will also cover the use of the Media Manager app.	Tue 2/4/25	1:00 PM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Acquisition External Vendors Customers
Packaged Submittals	Learn how to use Kahua to create Submittal Items and Submittal Packages.	Wed 2/5/25	11:00 AM ET	60 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Acquisition External Vendors Customers
File Manager	Learn how to use Kahua's File Manager app to upload documents and drawings and demo the 3D model viewer.	Wed 2/5/25	1:00 PM ET	90 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs Portfolio Acquisition External Vendors Customers
Design Review	Part 1: Upload documents to File Manager, perform the QA Check, and process the documents into the Design Review app. Part 2: Review documents in the Design Review app, provide a review status, manage design review comments, and close out the design review set. **New Feature:** Importing Design Review Comments. **Prerequisite course: File Manager**	Thu 2/6/25	11:00 AM ET	90 min	ODC and Leasing PMs ODC/OCA SMEs Facilities SMEs External Vendors
Kahua Customer Outreach Training	Get a Customer User point of view logging in and navigating Kahua. Learn how to respond to a task, run a report and how customers can contribute to a project. **Prerequisite course: Welcome, Introduction, Navigation, and Communications**	Thu 2/6/25	1:00 PM ET	60 min	Customers