Kahua Quick Reference Guide
Kahua Account Request Form

Project Lifecycle Applicability

Identification/ Initiation	Planning	Execution	Closeout

About the Kahua Account Request Form

[Submit a Kahua Account Request](#)
[Report a Change in Company/Agency](#)

The Kahua Account Request Form is used to submit account requests for internal and external users including contractors and client agency personnel. Once a request is submitted, it is reviewed by the regional Kahua Program Manager.

Submit a Kahua Account Request

1. Go to the [Kahua Account Request Form](#).
2. Complete the form:
    a. Enter the **Request Date**.
    b. Select a **User Type**.
    c. Enter your **First Name**.
    d. Enter your **Middle Initial**. Enter NMN if you do not have a middle name.
    e. Enter your **Last Name**.
    f. Enter your **Email Address**. If you are a contractor with a gsa.gov email address, please use that address in this field.

Kahua Account Request Form

Please provide the following information to set up your Kahua account:
All Fields are required for External User Types

Request Date *

User Type *

First Name *

Middle Initial (Enter NMN if no middle name) *

Last Name *

Email Address *
Contractors with an @gsa.gov email address please submit that here.

g. Enter the name of your **Company or Agency**. If you are a contractor, please make sure to list your contracting company name here.
h. Enter your **Work Phone** number.
i. Enter your **Cell Phone** number, if desired.
j. External users, enter the **Email Address** of the GSA Project Manager who manages the project that you wish to view.

Note: If you need access to more than one project, provide the email for one GSA Project Manager for initial Kahua account. After your account has been established, please contact the additional GSA Project Managers to be granted permission to access additional projects. If you are an external PM managing a project on behalf of GSA, enter your Sponsor's email address.

Company/Agency *
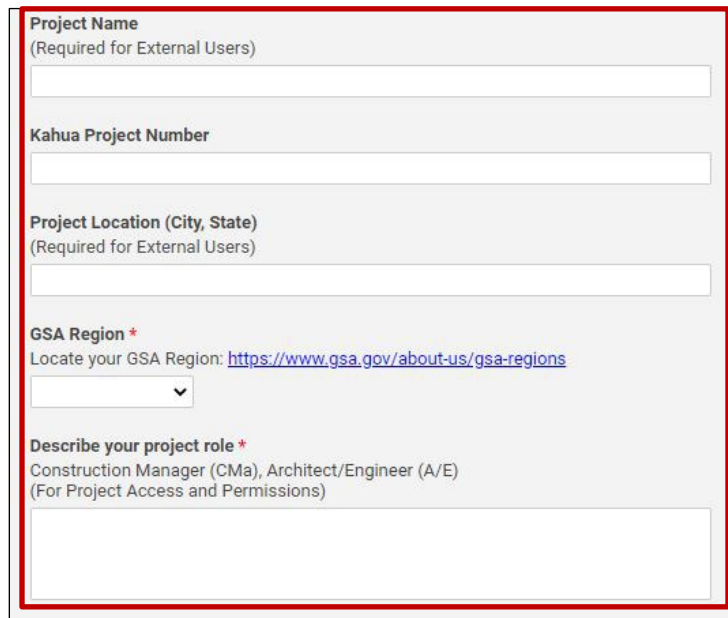Example: Contractors, please make sure to list your contracting company name here.

Work Phone *
xxx-xxx-xxxx

Cell Phone
xxx-xxx-xxxx

GSA Project Manager Email Address (Required for External Users)
For external users requesting access to a single project, enter the email address of the GSA Project Manager associated with the project. For users who need access to more than one project, provide the email for one GSA Project Manager for initial Kahua account. After your account has been established, reach out to GSA Project Managers to be granted permission to access additional projects.

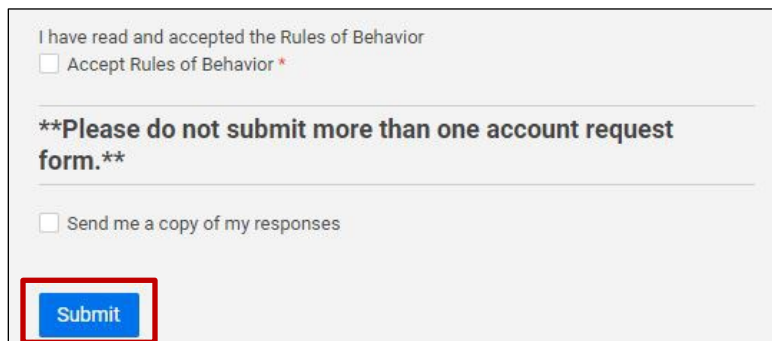k. External users, enter the **Project Name** of the project that you wish to view.

l. External users, enter the **Kahua Project Number** of the project that you wish to view.

m. External users, enter the **Project Location (City, State)** of the project that you wish to view.

n. Select the appropriate **GSA Region**. Visit gsa.gov to view a map of GSA regions.

o. Describe your **Project Role**. For example: Budget Analyst, Planning Manager, Construction Manager (CMa), Architect/Engineer (A/E), or General Contractor.

3. Review the Rules of Behavior, and put a check mark in the **Accept Rules of Behavior** box.
4. Put a check mark in the **Send me a copy of my responses** box, if desired.
5. Click the **Submit** button.

Notification: A notification is sent to the regional Kahua Program Manager with a prompt to review the user's request.

Report a Change in Company/Agency

If you have changed company or agency, please contact kahuasupport@gsa.gov so that the

support team can change your affiliation in Smartsheet.

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

Related QRGs

Profile Settings