Kahua Quick Reference Guide
Kahua Account Request Form Review Process – Delegation Managers

Project Lifecycle Applicability

Identification/ Initiation	Planning	Execution	Closeout

About the Kahua Account Request Form

The Kahua Account Request Form is used to submit account requests for federal agency users who manage projects in delegated space. The Kahua Program Managers (KPMs) will receive the user's request and route it to the appropriate Delegation Manager to review and approve/reject.

Review a Kahua Account Request for an Agency PM

1. User completes and submits the Kahua User Request Form including the **Delegation Manager's Email Address**.

   *Notification: A new user notification is sent to the KPM.*

2. The KPM reviews the user's contact info, project name, and the Delegation Manager's email address and sends the request via Smartsheet to the Delegation Manager for approval. The KPM also has the option to approve the user without sending to the Delegation Manager for review and approval.

   Notification: If sending the request to the Delegation Manager, the PM receives a Smartsheet notification.

3. The Delegation Manager receives an email with the subject: "[User's Name] is requesting Kahua access to your project. Please update the GSA Manager Approval Field to allow user access."
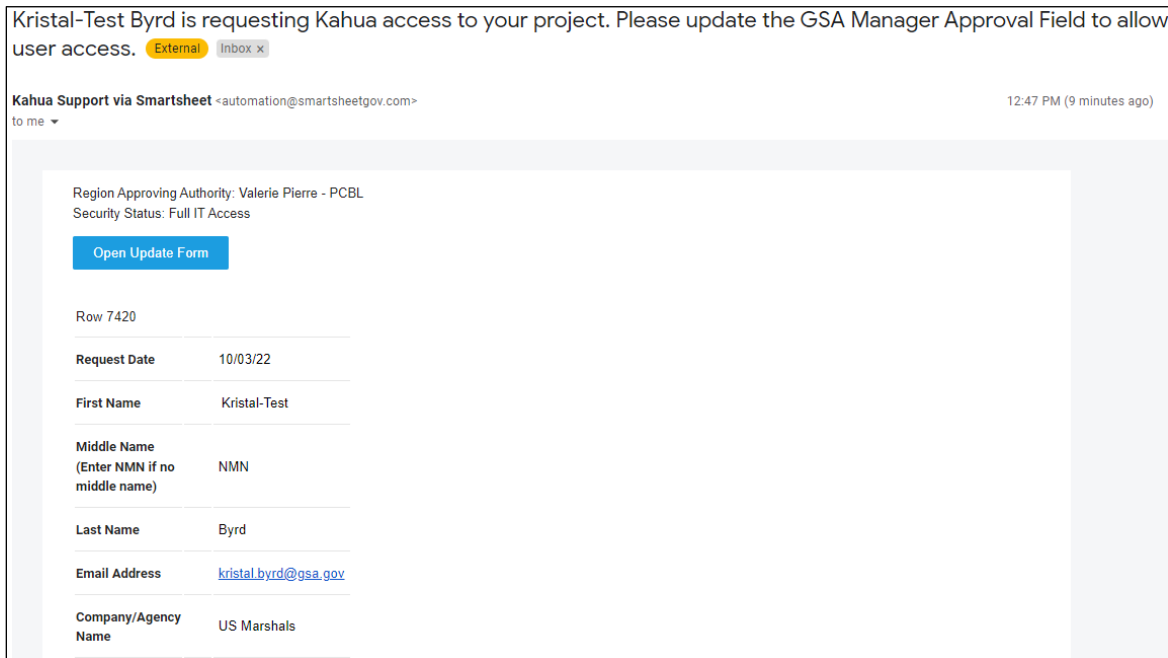
4. Delegation Manager clicks the **Open Update Form** button to open the Smartsheet approval form.
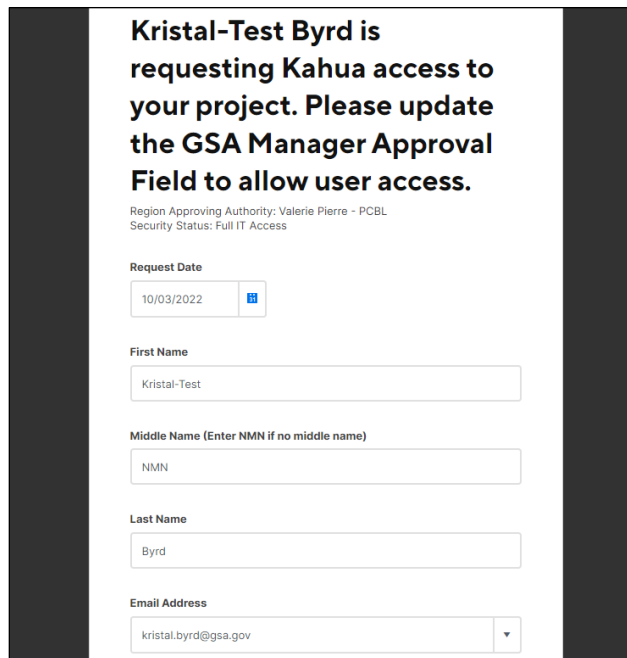
5. Delegation Manager reviews the user's information including the Project Name and Project Number.
   a. If approved, the PM selects "Approved" in the **GSA Project Manager Approval** field and clicks the **Submit Update** button.
   b. If rejected, the PM selects "Declined" in the **GSA Project Manager Approval**

field and clicks the **Submit Update** button.

6. If the Delegation approved the user's request, the Kahua support team will license the user.

   Notification: When a user's account is created, the Delegation Manager and KPM will receive a notification with the subject "[User's] account has been created in Kahua." The email also contains the user's Security Status.

7. KPM adds the user to **EXT-PM** group in the region's delegated project partition.

Note: If a user is uncleared, the PM or KPM must be sure to put the user in the Uncleared Contractor group when adding the user to the Project Directory.

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