

Kahua Quick Reference Guide

Kahua Account Request Form Review Process – Delegation Managers

Project Lifecycle Applicability



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 <u>Kahua User Request Form</u> 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.

 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."





Krista	I-Test Byrd is	requesting Kah	ua access to your project. Please update the GSA Manager Approval Fiel	d to allow
user a	access. External	Inbox ×		
to me 👻	upport via Smartsne	et <automation@smartshee< th=""><th>tgov.com> 12:47 PM (\$</th><th>minutes ago)</th></automation@smartshee<>	tgov.com> 12:47 PM (\$	minutes ago)
	Region Approving Aut Security Status: Full I	hority: Valerie Pierre - PCB FAccess	L	
	Open Update Forr	n		
	Row 7420			
	Request Date	10/03/22		
	First Name	Kristal-Test		
	Middle Name (Enter NMN if no middle name)	NMN		
	Last Name	Byrd		
	Email Address	kristal.byrd@gsa.gov		
	Company/Agency Name	US Marshals		

4. Delegation Manager clicks the **Open Update Form** button to open the Smartsheet approval form.

Kristal-Test Byrd is requesting Kahua access to your project. Please update the GSA Manager Approva) :
Field to allow user access.	
Region Approving Authority: Valerie Pierre - PCBL Security Status: Full IT Access	
Request Date	
10/03/2022	
First Name	
Kristal-Test	
Middle Name (Enter NMN if no middle name)	
NMN	
Last Name	
Byrd	
Email Address	

- 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.

Project Name	
New Courthouse	
Kahua Project Number	
123	
Project Location (City, State)	
Alexandria, VA	
GSA Project Manager approval	
Approved	•
Send me a copy of my responses	
Submit Update	

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.

Mishal Ahmad's account has been created in Kahua. (External) Inbox ×						
Kahua Support via Smartsheet <automation@smartsheetgov.com> to me ▼</automation@smartsheetgov.com>						
smartsheet gov						
	Mishal Ahmad's Kahua account has been created. Project Name: Security Status: Full IT Access					
	Please review the user's information in your regional report and add them to their appropriate groups in Kahua. <u>https://app.smartsheetgov.com/workspaces/</u> <u>pFpC8QFwcXqFMj9hwvRHCHMwg4VJm8hRwXpC7X61</u>					

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 <u>adding the user to the Project Directory</u>.

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: <u>Training: Project</u> <u>Management tool | GSA</u>

