# Kahua Quick Reference Guide
# Downloading the Kahua App from BigFix– Internal GSA Users

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A GSA internal 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.

**Note:** GSA-issued Mac laptops do not have access to BigFix. Any GSA user on a Mac will need to access Kahua via the [Kahua Web Application](#).
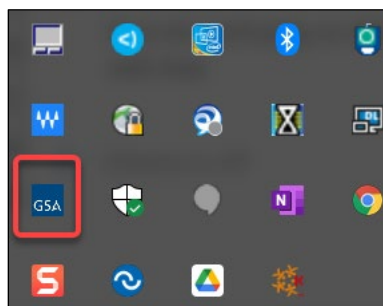
To request a GSA Kahua account, complete the [Kahua User Request Form - Smartsheet.com (smartsheetgov.com)](#).

## Download the Kahua App from BigFix

1. Click to **expand** the **System Tray** from the bottom right of your Desktop.



2. Click the **GSA BigFix Support Center** icon.



3. From the **Offers** tab, click the **Kahua Version** (version number may vary) available. The description of the available offer will display at the bottom of the screen.

4.  Click the **Accept** button at the top right-hand side or the **here** hyperlink at the bottom of the description
5.  From the **Progress** tab, the Kahua Version will install to your desktop upon processing.
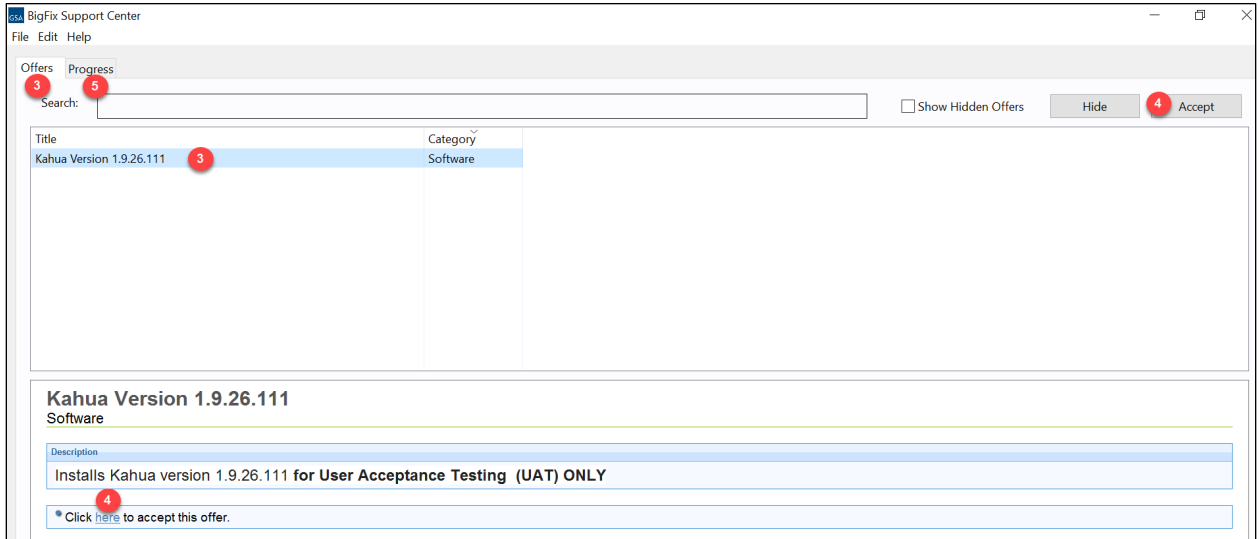


## Open the Desktop Application

It is recommended that the Kahua desktop application be accessed via the desktop icon. You may have one or two Kahua icons.

To pin your icon to the task bar, right click and select Pin to Task Bar.
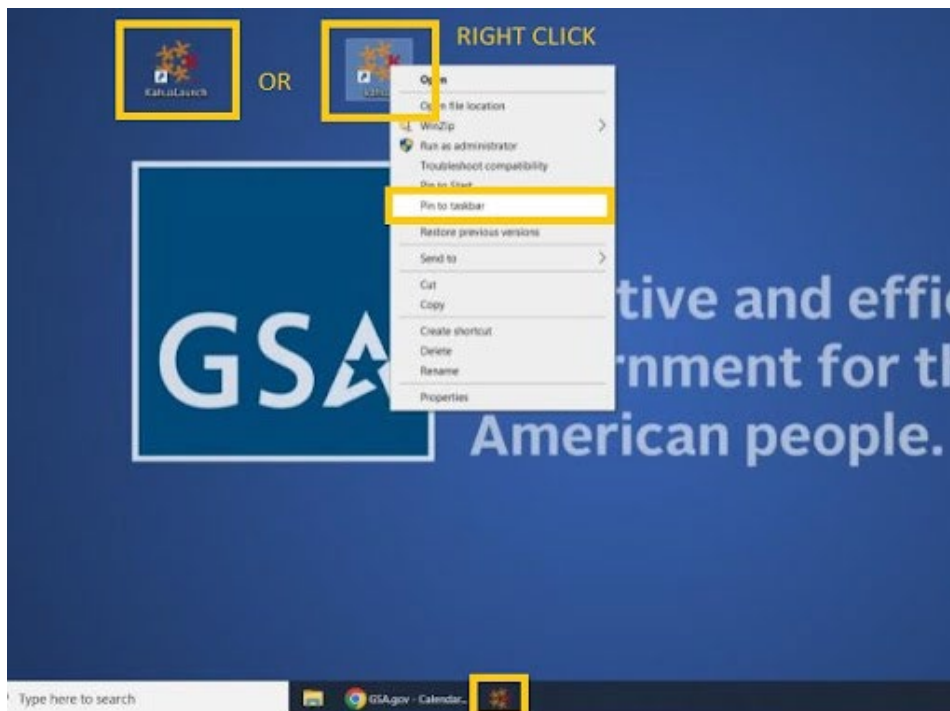
## Update the Desktop Application

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.

## Access Kahua via the Web Application

1. Open https://launch.kahuafn.com.
2. The login popup window will appear.
3. Log in with your GSA Kahua login credentials.

## Trouble Shooting – Point Application to FN1 Server

If your desktop application is not pointed to the FN1 server, follow these instructions:

1. Click the icon to log in.
2. In the Email Address field: your email addres/**fn1** (see example below) and complete the normal log in steps.



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](#)