

Kahua Quick Reference Guide

Delegated Projects: Kahua Account Request Form

Project Lifecycle Applicability



About the Kahua Account Request Form

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 and GSA Delegation 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**.

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 **Agency**.
- h. Enter your **Work Phone** number.
- i. Enter your **Cell Phone** number, if desired.
- j. In the **GSA Project Manager Email Address** field, enter the email address of the **GSA Delegation Manager**.

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. Enter the **Project Name** of the project that you wish to create.
- l. Leave the **Kahua Project Number** field blank.
- 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. In the **Describe Your Project Role** field, enter "Agency PM for the [name of your agency] requesting access to create a delegated building project."

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.

Once your account is licensed be sure to login every 90 days. Kahua accounts that have been inactive for more than 90 days will be removed. Once an account is removed, end users will no longer have the ability to access Kahua and will need to contact [Kahua Support](#) if access is needed.

Resources

For additional help with Kahua applications, you can access the GSA Project Management Information System site for instructor-led training, self-paced videos and Quick Reference Guides (QRGs) from this link: [Training: Project Management tool | GSA](#)