U.S. General Services Administration

Kahua Quick Reference Guide
Recertification

About Recertification

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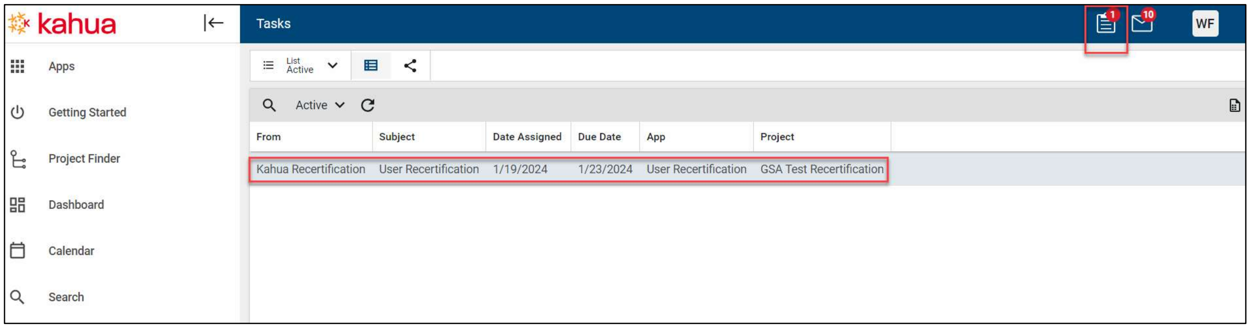
The recertification process allows security administrators to certify users need for a Kahua account during the annual recertification window. After the recertification window is over, uncertified users are inactivated, and their Kahua accounts are permanently deleted.

Recertify a Kahua Account

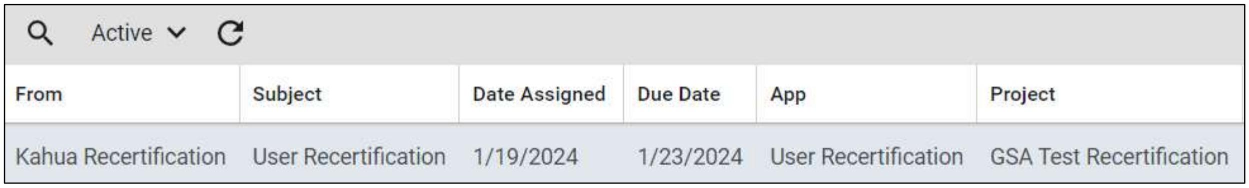
This activity is performed by users with a Kahua account.

1. Login to Kahua.
2. Click the Tasks app in the left navigation pane.



From	Subject	Date Assigned	Due Date	App	Project
Kahua Recertification	User Recertification	1/19/2024	1/23/2024	User Recertification	GSA Test Recertification

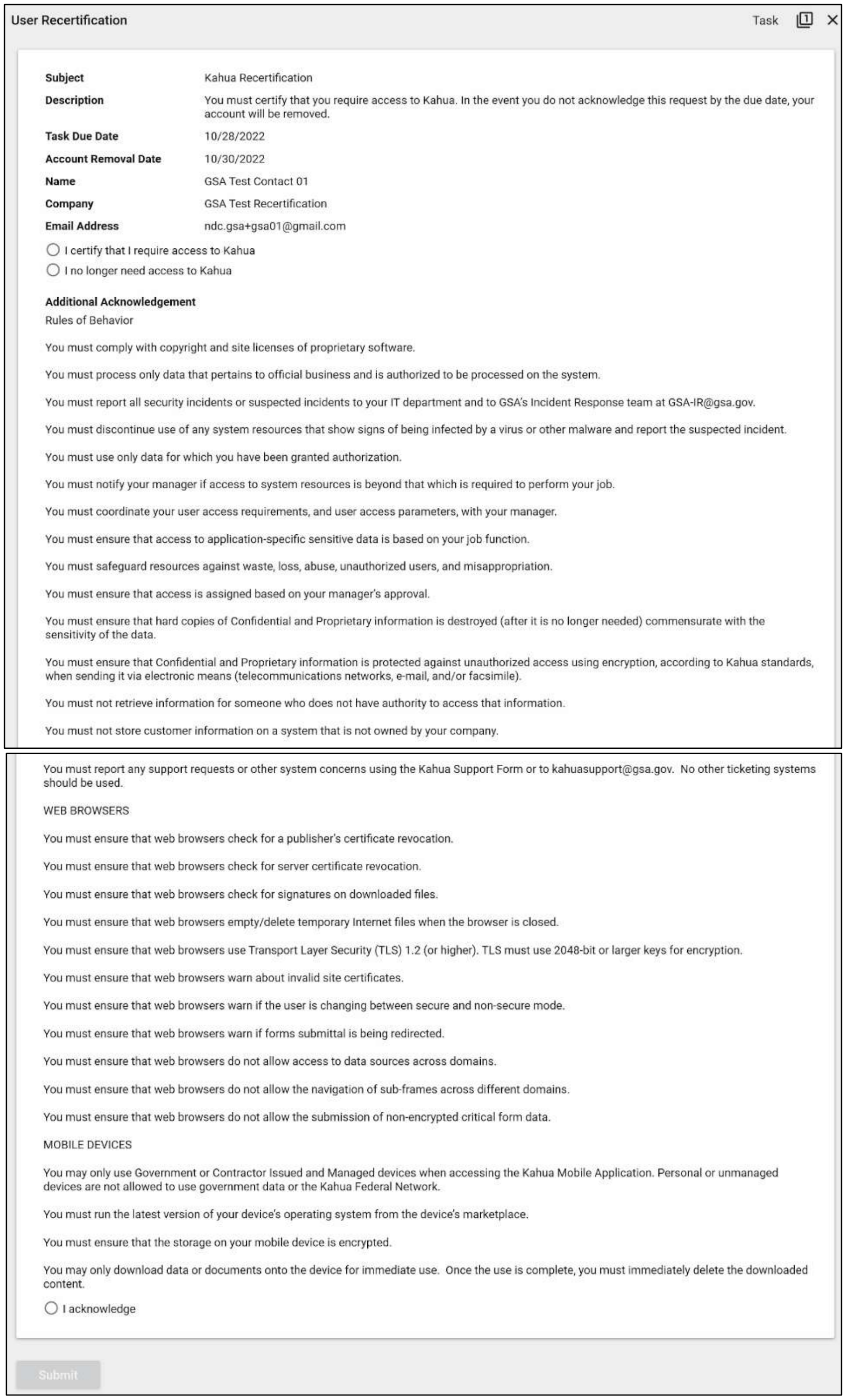
3. Open the task with **User Recertification** in the Subject to open the User Recertification window.



From	Subject	Date Assigned	Due Date	App	Project
Kahua Recertification	User Recertification	1/19/2024	1/23/2024	User Recertification	GSA Test Recertification

4. In the window, select one of the two options:
   a. **I certify that I require access to Kahua**
      i. If you select this option, you will need to acknowledge the Rules of Behavior by clicking **I acknowledge** at the bottom of the window.

ii. Click the **Submit** button. Your recertification approval task will be routed to an approver.



Subject	Kahua Recertification
Description	You must certify that you require access to Kahua. In the event you do not acknowledge this request by the due date, your account will be removed.
Task Due Date	10/28/2022
Account Removal Date	10/30/2022
Name	GSA Test Contact 01
Company	GSA Test Recertification
Email Address	ndc.gsa+gsa01@gmail.com

○ I certify that I require access to Kahua

○ I no longer need access to Kahua

Additional Acknowledgement

Rules of Behavior

You must comply with copyright and site licenses of proprietary software.

You must process only data that pertains to official business and is authorized to be processed on the system.

You must report all security incidents or suspected incidents to your IT department and to GSA's Incident Response team at GSA-IR@gsa.gov.

You must discontinue use of any system resources that show signs of being infected by a virus or other malware and report the suspected incident.

You must use only data for which you have been granted authorization.

You must notify your manager if access to system resources is beyond that which is required to perform your job.

You must coordinate your user access requirements, and user access parameters, with your manager.

You must ensure that access to application-specific sensitive data is based on your job function.

You must safeguard resources against waste, loss, abuse, unauthorized users, and misappropriation.

You must ensure that access is assigned based on your manager's approval.

You must ensure that hard copies of Confidential and Proprietary information is destroyed (after it is no longer needed) commensurate with the sensitivity of the data.

You must ensure that Confidential and Proprietary information is protected against unauthorized access using encryption, according to Kahua standards, when sending it via electronic means (telecommunications networks, e-mail, and/or facsimile).

You must not retrieve information for someone who does not have authority to access that information.

You must not store customer information on a system that is not owned by your company.

You must report any support requests or other system concerns using the Kahua Support Form or to kahuasupport@gsa.gov. No other ticketing systems should be used.

WEB BROWSERS

You must ensure that web browsers check for a publisher's certificate revocation.

You must ensure that web browsers check for server certificate revocation.

You must ensure that web browsers check for signatures on downloaded files.

You must ensure that web browsers empty/delete temporary Internet files when the browser is closed.

You must ensure that web browsers use Transport Layer Security (TLS) 1.2 (or higher). TLS must use 2048-bit or larger keys for encryption.

You must ensure that web browsers warn about invalid site certificates.

You must ensure that web browsers warn if the user is changing between secure and non-secure mode.

You must ensure that web browsers warn if forms submittal is being redirected.

You must ensure that web browsers do not allow access to data sources across domains.

You must ensure that web browsers do not allow the navigation of sub-frames across different domains.

You must ensure that web browsers do not allow the submission of non-encrypted critical form data.

MOBILE DEVICES

You may only use Government or Contractor Issued and Managed devices when accessing the Kahua Mobile Application. Personal or unmanaged devices are not allowed to use government data or the Kahua Federal Network.

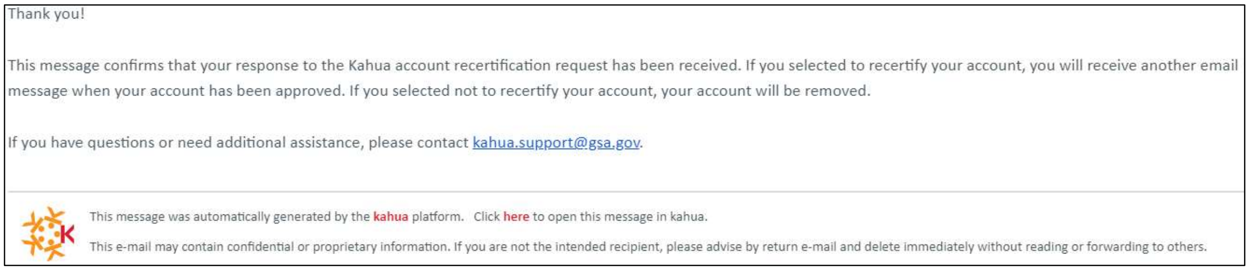
You must run the latest version of your device's operating system from the device's marketplace.

You must ensure that the storage on your mobile device is encrypted.

You may only download data or documents onto the device for immediate use. Once the use is complete, you must immediately delete the downloaded content.

○ I acknowledge

Note: An email notification will be sent out to the user once they have selected Submit. This will only be received in the user's email if the **Send copy of received messages to my email** setting is toggled on in **My Settings**.



Thank you!

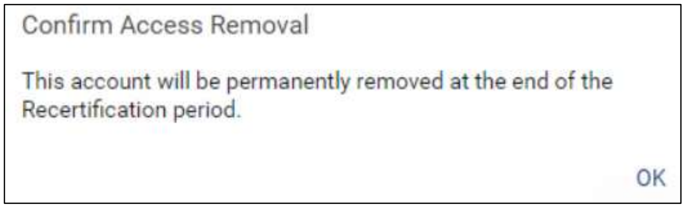
This message confirms that your response to the Kahua account recertification request has been received. If you selected to recertify your account, you will receive another email message when your account has been approved. If you selected not to recertify your account, your account will be removed.

If you have questions or need additional assistance, please contact kahua.support@gsa.gov.

This message was automatically generated by the kahua platform. Click here to open this message in kahua.

This e-mail may contain confidential or proprietary information. If you are not the intended recipient, please advise by return e-mail and delete immediately without reading or forwarding to others.

b. **I no longer need access to Kahua**
   i. If you select this option, you do not need to acknowledge the Rules of Behavior.
   ii. Click the **Submit** button.
   iii. Click **OK** to confirm Kahua access removal. Your account will be permanently removed at the end of the Recertification period.



Confirm Access Removal

This account will be permanently removed at the end of the Recertification period.

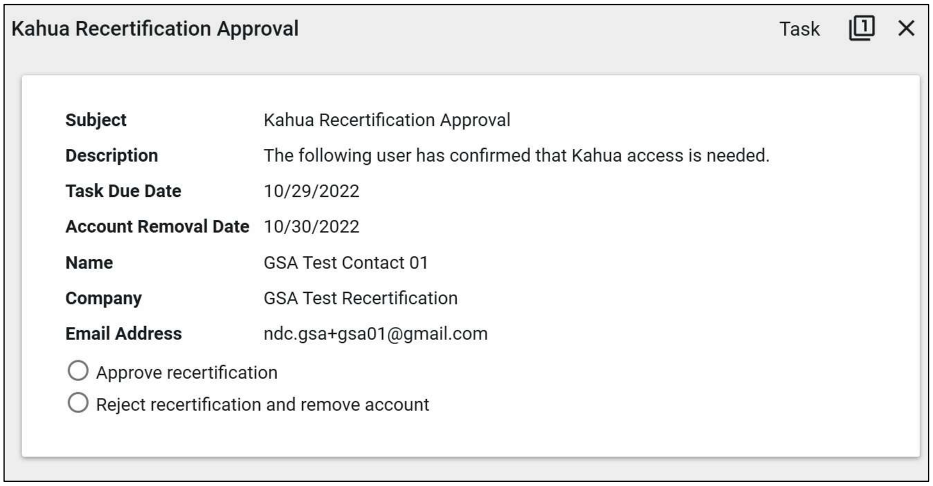
Approve Recertification

This task is performed by Regional Kahua Program Manager.

Note: Approvers cannot approve their own recertification task. If you attempt to approve your own task, you will be presented with a message that states "You cannot approve your own recertification. Please contact another approver."

1. Login to Kahua.
2. Click the Tasks app in the left navigation pane to open the User Recertification window.
3. Open the task with **Kahua Recertification Approval** in the Subject to open the Kahua Recertification Approval window.

4. In the window, select one of the two options:



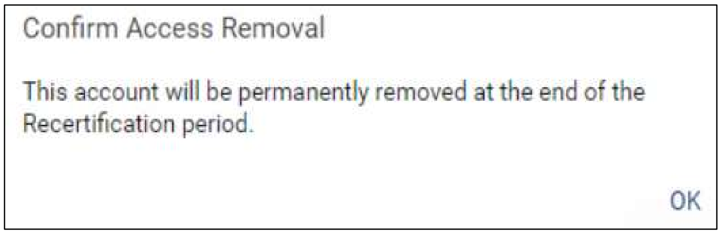
Kahua Recertification Approval

Subject	Kahua Recertification Approval
Description	The following user has confirmed that Kahua access is needed.
Task Due Date	10/29/2022
Account Removal Date	10/30/2022
Name	GSA Test Contact 01
Company	GSA Test Recertification
Email Address	ndc.gsa+gsa01@gmail.com

○ Approve recertification
○ Reject recertification and remove account

a. **Approve recertification**
   i. Click the **Submit** button. The user's account will remain active, and no further action is needed.
   ii. The user will receive a notification that their recertification has been approved.

b. **Reject recertification and remove account**
   i. Click the **Submit** button.
   ii. Click **OK** to confirm Kahua access removal. The user's account will be permanently removed at the end of the Recertification period.



Confirm Access Removal

This account will be permanently removed at the end of the Recertification period.

   iii. The user will receive a notification that their recertification request has been rejected.

Resources

For more help with this or any other Kahua application, you can access the Calendar for Instructor-led training, Self-paced videos, or additional Quick Reference Guides (QRGs) from this link: Training: Project management tool | GSA

Related QRGs

Tasks