

Kahua Quick Reference Guide

Downloading the Kahua Desktop App from BigFix– Internal GSA Users

About Kahua App for GSA

- [Download the Kahua App from BigFix](#)
- [Automated Kahua App Download from BigFix](#)
- [Create a Desktop Icon](#)
- [Pin Kahua to the Start Menu](#)
- [Pin Kahua to the Taskbar](#)
- [Open the Desktop Application](#)
- [Access Kahua via the Web Application](#)

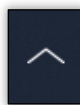
GSA internal users who have a Kahua account within the GSA network can access Kahua via the web or the desktop application or app. The desktop app must be downloaded to the user's computer, and the user can add the Kahua desktop icon that allows the user to open Kahua with one click.

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](#).

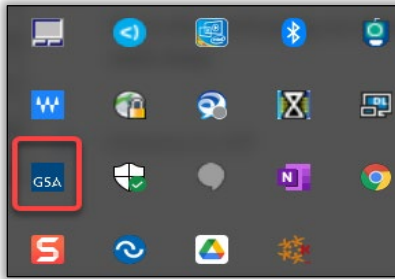
To request a GSA Kahua account, complete the [Kahua User Request Form - Smartsheet.com \(smartsheetgov.com\)](#).

Download the Kahua App from BigFix

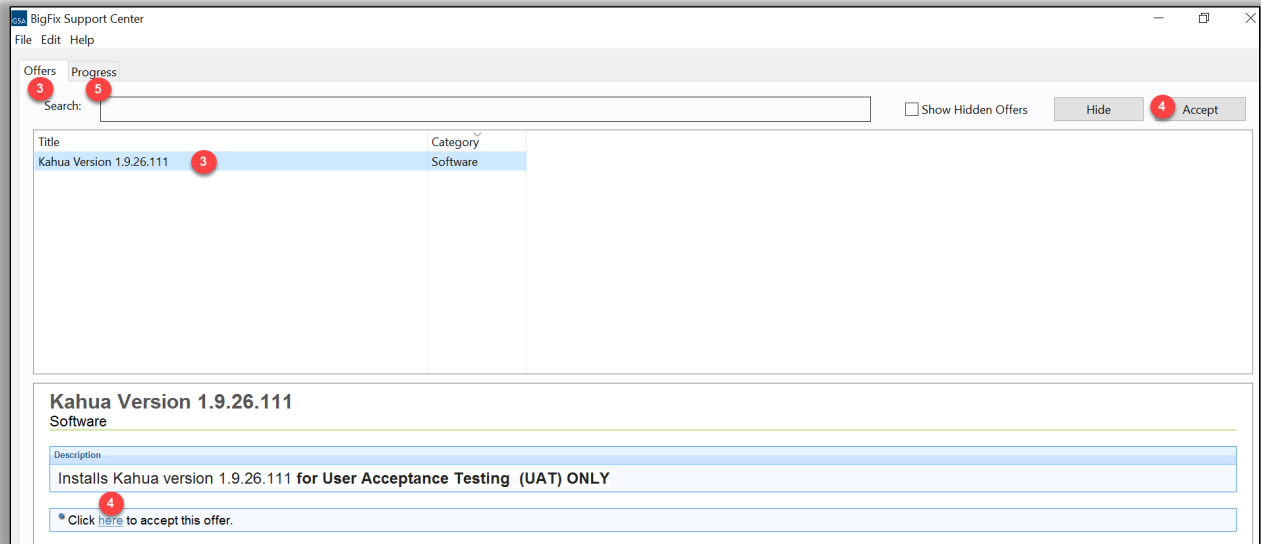
1. Click to **expand** the **System Tray** from the bottom right of your desktop.



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

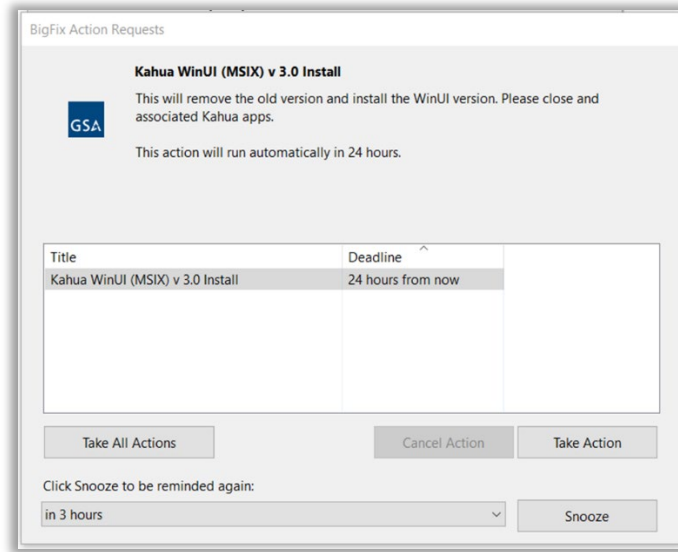


3. From the **Offers** tab, click the **Kahua Version** (the version number may vary) that is available. The description of the available offer will display at the bottom of the screen.
4. Click the **Accept** button at the top right-hand side or the **here** hyperlink at the bottom of the description.
5. From the **Progress** tab, the Kahua Version will install to your desktop upon processing.

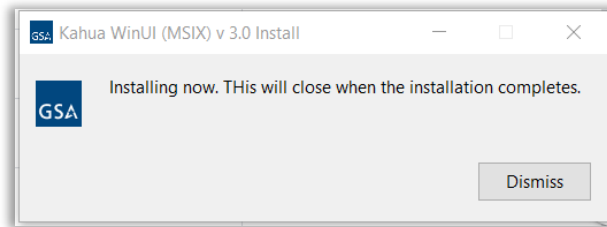


Automated Kahua App Download from BigFix

For previous Kahua desktop app users, the new Kahua WIN/UI desktop app will be automatically downloaded through BigFix. Users will automatically see the new Kahua desktop app being installed on their machine. Click the **Take Action** button when prompted.



Click **Dismiss** once complete.

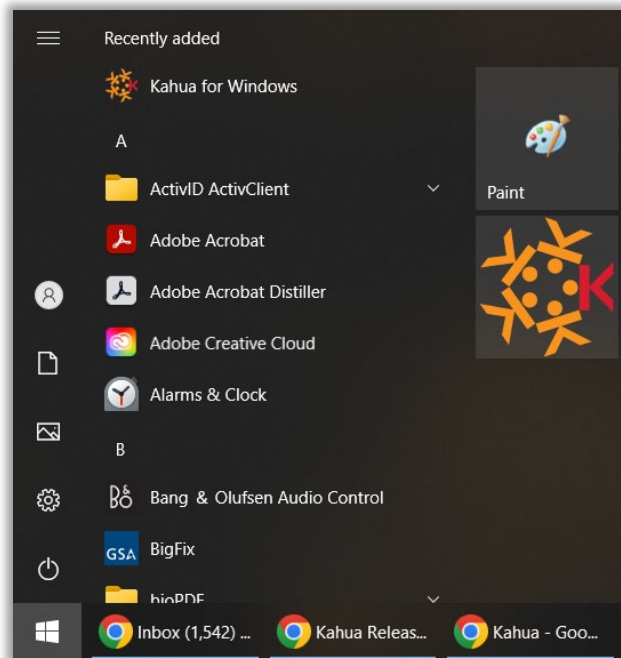


This process will remove any old desktop icons for the older version, **but it DOES NOT add a new desktop icon** once the installation is complete.

There are three options to create your own shortcut to Kahua in the next sections: [Create a Desktop Icon](#), [Pin Kahua to the Start Menu](#), and [Pin Kahua to the Taskbar](#).

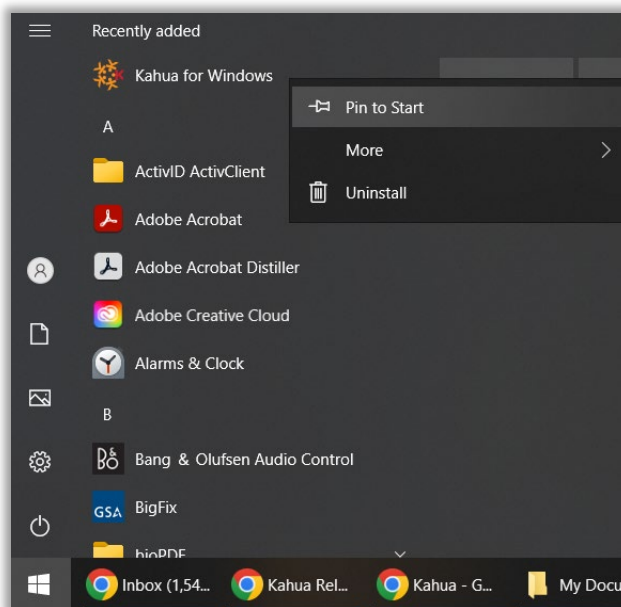
Create a Desktop Icon

1. Open your **Start** menu at the far lower left of your screen.
2. Find the **Kahua for Windows** app either at the top in a Recently Added section or scroll down to the K section of the apps.
3. Left click (hold) on the Kahua app and simply drag and drop it onto your desktop.



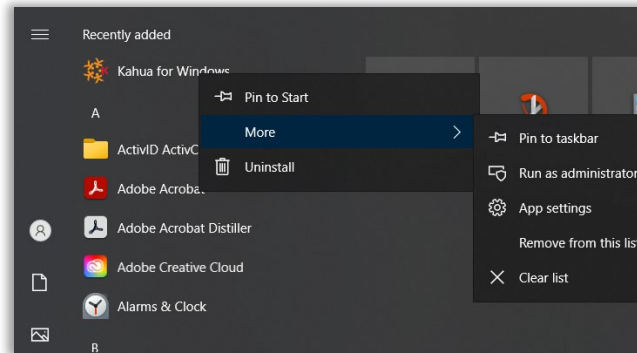
Pin Kahua to the Start Menu

1. Open your **Start** menu at the far lower left of your screen.
2. Find the **Kahua for Windows** app either at the top in a Recently Added section or scroll down to the K section of the apps.
3. Right click on the application and choose **Pin to Start** to add the Kahua icon to the side panel of your Start menu.



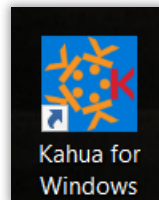
Pin Kahua to the Taskbar

1. Open your Start menu at the far lower left of your screen.
2. Find the **Kahua for Windows** app either at the top in a Recently Added section or scroll down to the K section of the apps.
3. Right click on the application and choose **More** and then **Pin to Taskbar** to add Kahua to your list of applications that stay permanently available at the lower edge of your primary monitor.



Open the Desktop Application

It is recommended that the Kahua desktop app be accessed via the desktop icon. Anytime that you open the Kahua desktop app, it will do an update to the newest version. Click the **Desktop Icon** to open the Kahua desktop app.

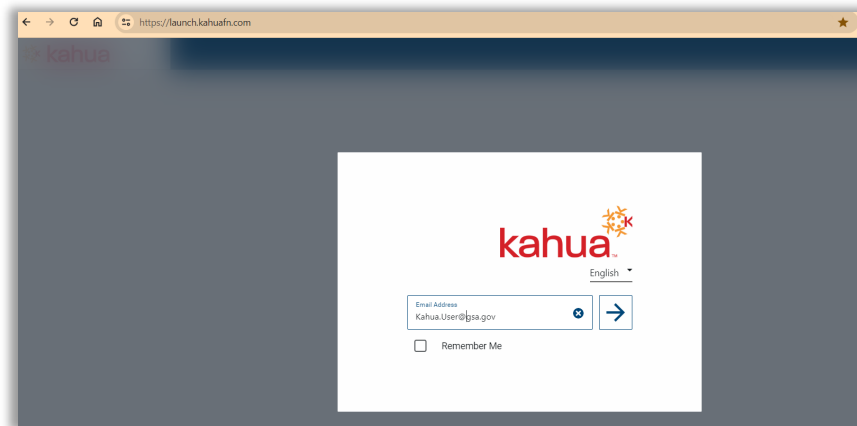


1. From the login screen, enter your email address click **Sign In** and follow the **SSO** process to log in.



Access Kahua Via the Web Application

1. Enter <https://launch.kahuafn.com/> in a web browser. It is recommended to use Google Chrome or Microsoft Edge.
2. From the login screen, enter your email address click **Sign In** and follow the **SSO** process to log in.



Resources

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