Welcome to today’s presentation:

*Kahua Users Klub*

*September 15, 2022*

*The presentation will start at 1:00 pm Eastern*

**Note:** Phones are automatically muted during the presentation. You can send questions to our presentation team via your Q&A pane and team will answer as many questions as possible during the presentation. All questions will be responded to in writing in a formal Q&A document, posted along with the slide deck and session recording, on our website, [http://www.gsa.gov/ces](http://www.gsa.gov/ces)
Say Aloha to Kahua!
GSA’s New Project Collaboration Tool

Presented by:

Valerie Pierre  
Kahua Training and Support Lead

Susan Mills  
Kahua System Administration Lead

Ashley White  
Kahua System Administrator

Hosted by:

James Fotopoulos  
Regional Account Manager  
GSA-PBS  
Heartland Region (R6)

Center for Cost, Schedule, and Tools - Office of Project Delivery, GSA-PBS CO
Agenda

- What was covered in the first training session?
- How do I get access to Kahua?
- Where can I get more information?
- Demo
What was covered in the first training?

• “Say Aloha to Kahua!” training session (8/18)
  YouTube [Recording Link]
  – Navigation
  – RFIs
  – Communications
  – Daily Reports
  – Submittals
  – Media Manager
  – File Manager
  – Dashboards and Reports
How do I get access to Kahua?

1. Fill out the Request Access Form.
2. An email will be sent to you from outbox@kahuafn.com with the subject line: Kahua Invitation. Follow the instructions in this email to finalize your account.
3. Login to Kahua using the web browser URL: launch.kahuafn.com and click on ‘Launch in Browser’
Where can I get more information?

- GSA.GOV website includes access and training information: https://www.gsa.gov/real-estate/design-and-construction/project-management-information-system

- CES Webpage under “Recent Presentations” - www.gsa.gov/ces
  - Kahua Slides, Q&A and Session Recordings

- Questions/Issues:
  - Kahua Support & Feedback Form
  - kahuasupport@gsa.gov

- Future Training
  - Client Enrichment Series January ‘23 refresher training (date tbd)
Demo
Thank you for joining us today for

**Kahua Users Klub**

**Questions?**

Valerie Pierre  
Kahua Training and Support Lead

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Center for Cost, Schedule, and Tools - Office of Project Delivery, GSA-PBS CO
Upcoming Client Enrichment Series Sessions

Cost Estimating and Cost Management Principles
Tuesday, October 18th 1pm-2:30pm ET - Register Now

Tour de CPA (Client Project Agreement)
Thursday, November 17th 1pm-2:30pm ET - Register Now

GSA’s COVID-19 Resources for Customers
See our Safer Federal Workplace page for procedures and guidance for GSA Owned and Leased Buildings, Projects and Workplaces

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www.gsa.gov/ces
clientenrichmentseries@gsa.gov