

Kahua Quick Reference Guide

Profile Settings

About Profile Settings

[Access Profile Settings](#)

[General](#)

[Profiles](#)

[Password](#)

[Signature](#)

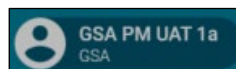
[Local Files](#)

[Save Profile Settings Changes](#)

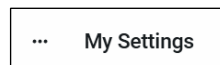
Profile Settings can be established on your Kahua Profile. The Profile Settings determine how your information is displayed in the Users App. You can make any updates to your profile information by editing My Settings.

Access to Profile Settings

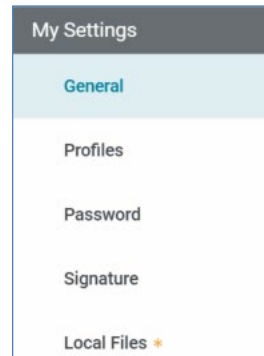
1. To access your Profile Settings, Click the person icon in the upper right corner of your screen (or if you've set a picture, select your image).



2. Select **My Settings** from the drop-down menu to bring up your user account.



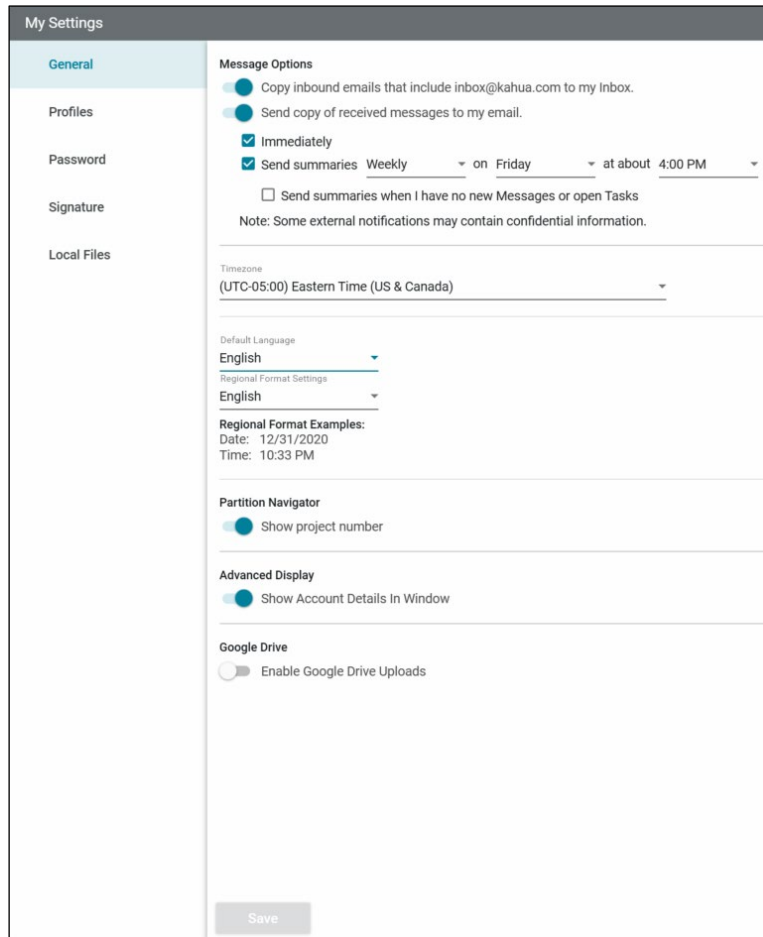
3. There are five tabs with available settings on the **My Settings** Action bar. Click the tab title that you would like to update.



General

Application settings such as notification preferences, user time zone and language preferences, display of the project number in partition navigation, and display of account details in window can be adjusted.

1. **Message Options** – settings to include inbound emails to your Kahua Inbox, send copies of received messages to your email address, schedule immediate delivery of messages, and schedule summaries messages by weekly or daily frequency
2. **Timezone** – set the timezone to reflect your GSA region from the drop down
3. **Default Language** – set the language from the dropdown
4. **Regional Format Settings** – set the language from the drop down to change the regional format of the Date and Time display within Kahua. Once selected the Regional Format Examples will display the current format
5. **Partition Navigation** – Show the project number in the Partition Navigator
6. **Advance Display** – Show Account Details in window
7. **Google Drive** – Enable Google Drive Uploads

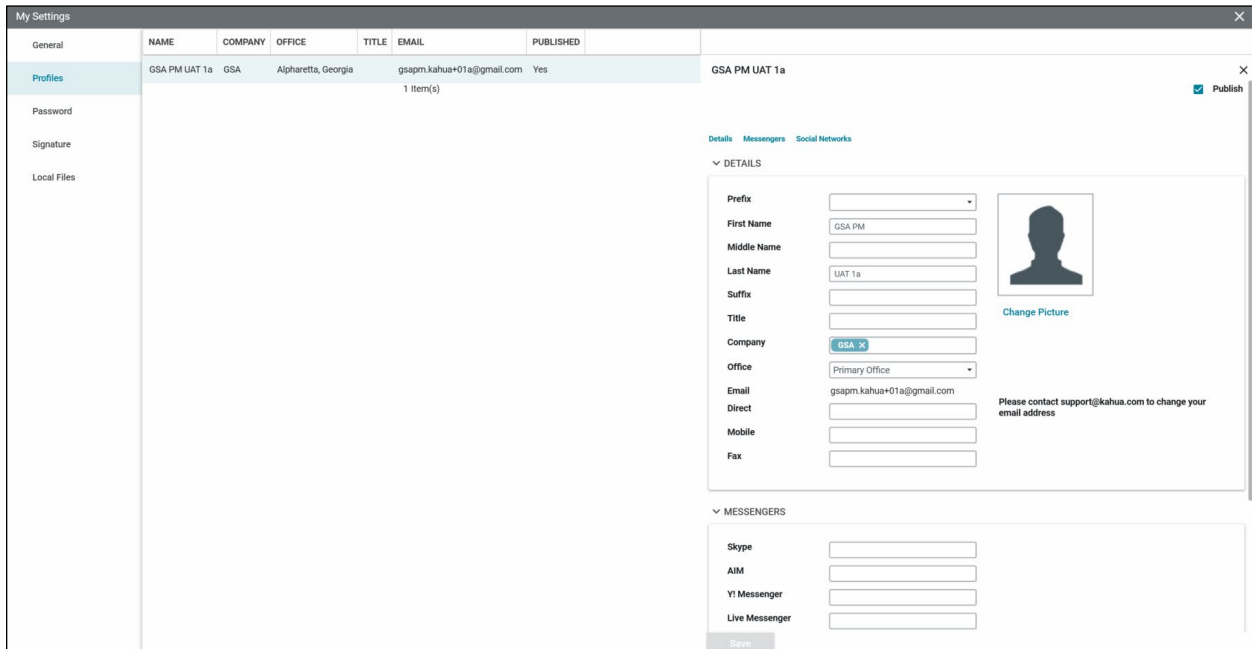


Profiles

Allows for users to update their personal metadata.

1. **Details** – Users can fill out their user information, including uploading a photo, as needed by the organization.
2. **Change Picture** – click the link to upload your profile picture

Note: The associated email address can only be changed by contacting supportkahua@gsa.gov.



Password

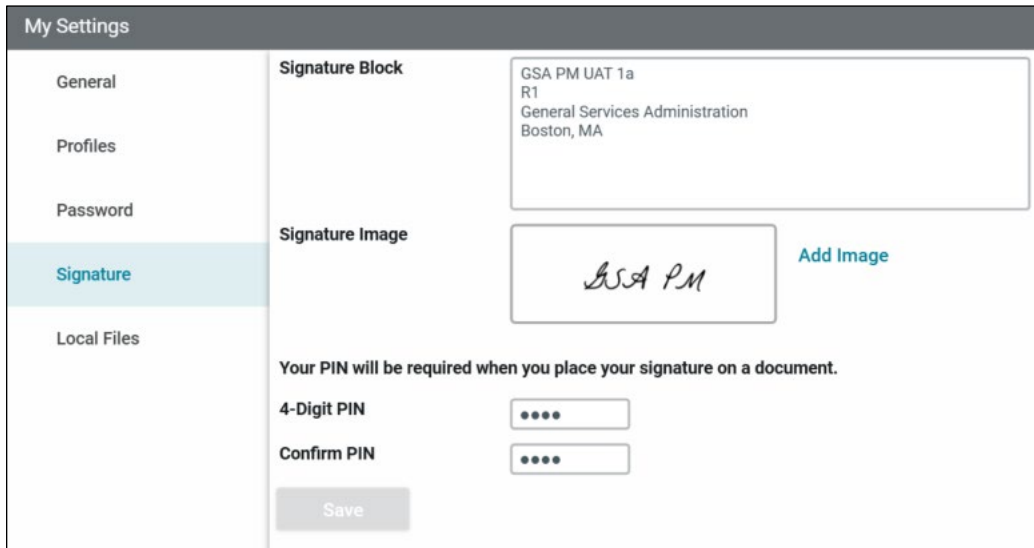
Users *cannot* change their Kahua account password. Passwords will be established by your GSA ENT account.

1. Internal GSA.gov users can reset their password at <https://reset.gsa.gov/>.
2. External user may reset their Active Directory password at <http://extreset.gsa.gov>.
3. Minimum password length is 16 characters. The password must be different than the last 24 passwords.

Signature

Upload a signature image and set how a signature block appears. In this section, the user assigns a PIN used any time a signature is requested by the system. This signature may be utilized in response to approval tasks or in creation of certain communications.

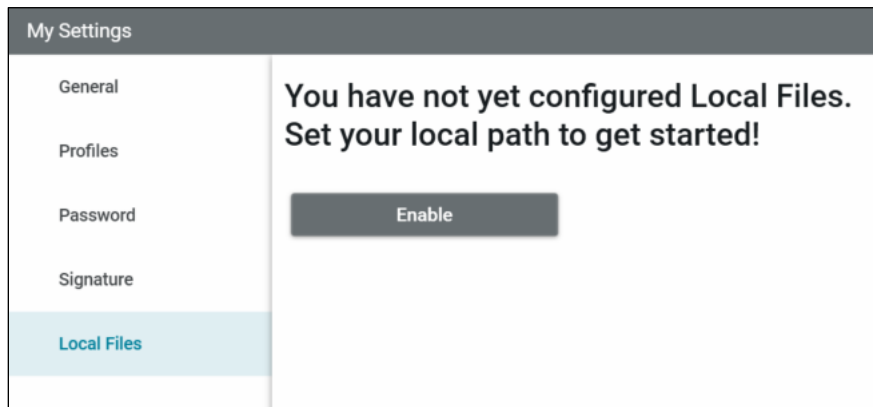
1. **Signature Block** – Input your Signature Block into the text field
2. **Signature Image** – Add Image your signature. Click the **Add Image** link to upload your signature. Signatures must be in .png or .jpg format
3. **4-Digit Pin** – set your 4-digit pin
4. **Confirm 4-Digit Pin** – reenter your 4-digit pin to confirm



Local Files

When using the web application, this option enables GSA users to sync select folders or files to their Google drive for easy access and edit in the native application.

1. Click the Enable button

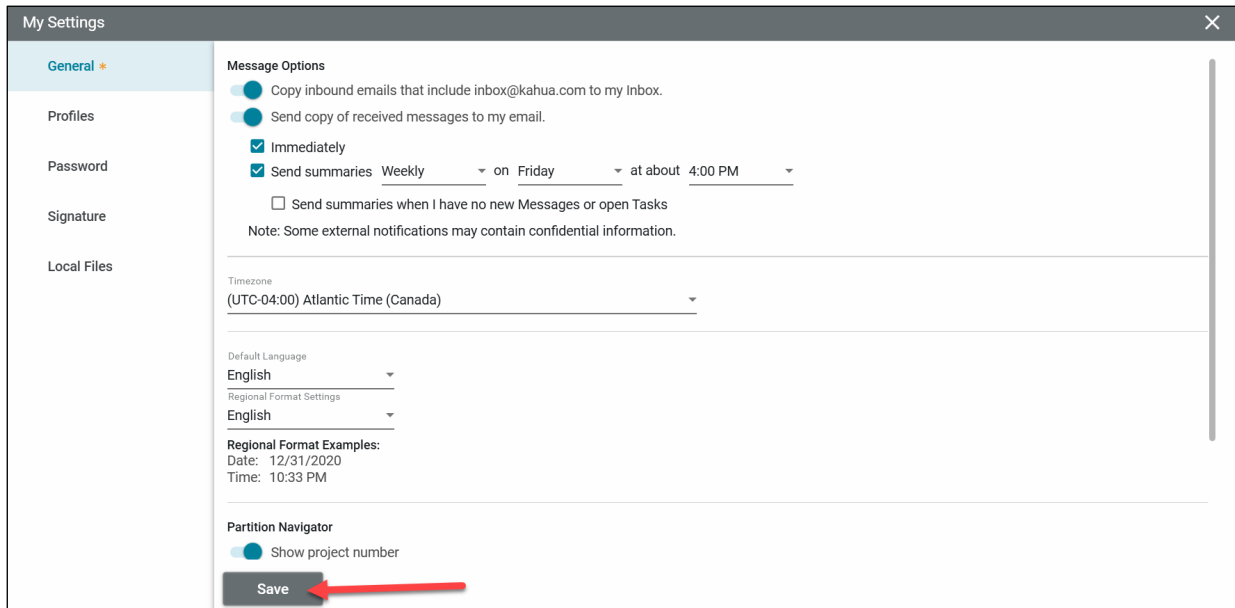


2. Toggle on the **Folders** option to sync your folder and file to your local drive. Local Path will be displayed on the top right. Users may access this location to open files directly from their local drive to edit within their native file format.



Save Profile Settings Changes

1. As changes are made within the My Settings tabs, the **Save** button will be available at the bottom of the tab. Click the **Save** button.



2. The information will be updated, and the **Save** button will be grayed out to confirm.