

# Kahua Quick Reference Guide

## Downloading the Kahua App – External Users

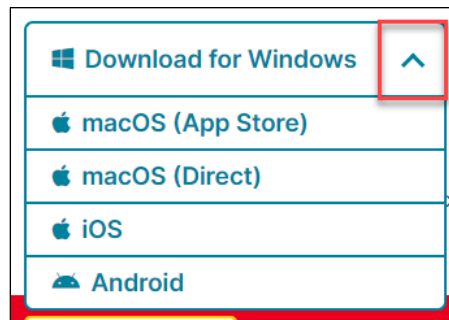
### About Kahua App for GSA

An External user that has a Kahua account within the GSA network can access Kahua via the web or the desktop application. The desktop application must be downloaded to the user's desktop and an icon will be added that will allow the user to open Kahua with one click.

To request a GSA Kahua account, complete the [Kahua User Request Form](#).

### Downloading the Kahua App

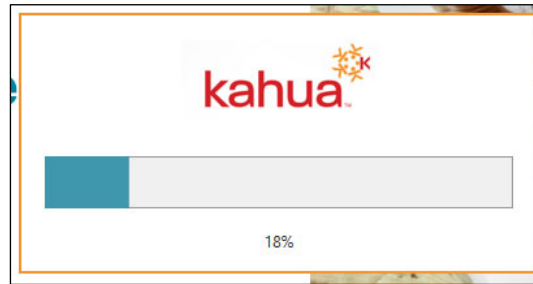
1. Open <https://launch.kahuafn.com>.
2. Click the caret beside **Download for Windows**.
3. Select the applicable operating system.



4. Click **Open File** from the Downloads list.



5. Wait for the download to complete.



- Verify that the app that opens is the **FN1** (federal network) environment. The current version and environment will show at the bottom of the screen.



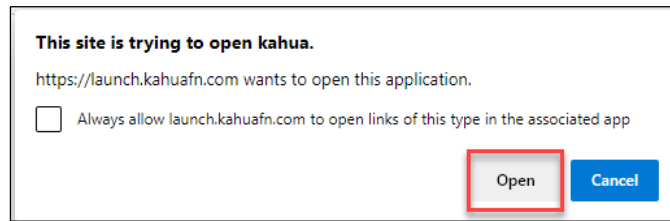
- If the environment is correct, enter the email address and follow the **SSO** process to log in.
- If the environment is NOT FN1, close the open Kahua instance and follow the instructions for **Updating the Desktop Application**, below.

**Note:** This will update your desktop application and you will be able to use the icon for future logins.

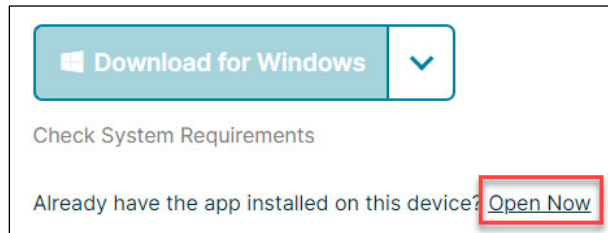
## Updating the Desktop Application

It is recommended that the Kahua desktop application be accessed via the web periodically to update the desktop application with any changes that have been made to the program.

- Open <https://launch.kahuafn.com>.
- Click **Open** from the window that opens at the top of the screen.



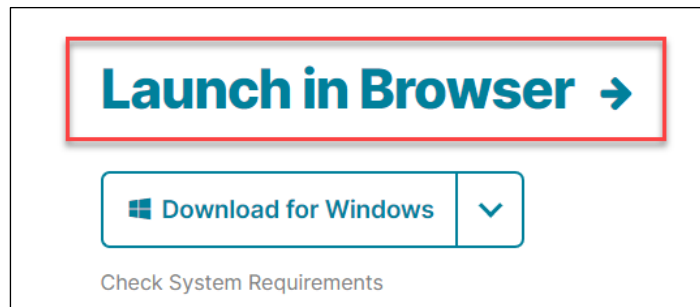
3. If there is no pop-up window, click **Open Now**.



4. Then click **Open** from the window that opens at the top of the screen.
5. Enter the email address in the login screen and follow the **SSO** process to log in.

## Accessing Kahua via the Web

1. Open <https://launch.kahuafn.com>.
2. Click **Launch in Browser**.



3. Click **Sign In** and follow the SSO process.