

# Kahua Quick Reference Guide

## Recertification

### About Recertification

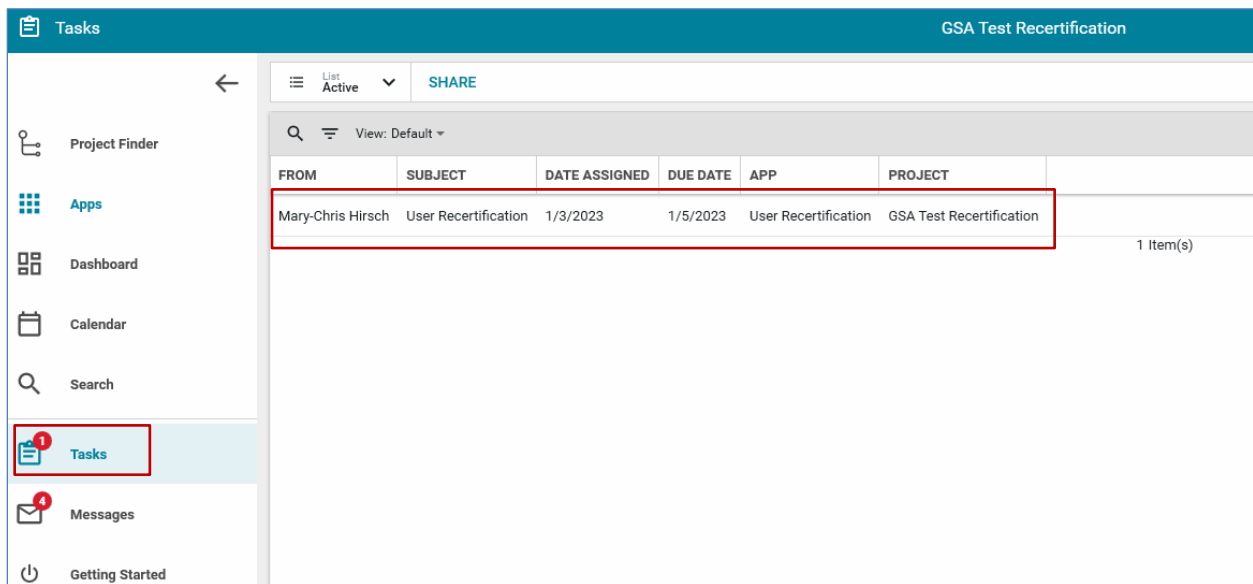
- [Recertify a Kahua Account](#)
- [Approve Recertification](#)

The recertification process allows security administrators to certify users within a specified timeframe or Recertification Window. The recertification window begins on the Recertification start date. After the recertification window is over, uncertified users are inactivated and 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.



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



FROM	SUBJECT	DATE ASSIGNED	DUE DATE	APP	PROJECT
Mary-Chris Hirsch	User Recertification	1/3/2023	1/5/2023	User Recertification	GSA Test Recertification

1 Item(s)

- 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.

User Recertification Task

**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

Submit

**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.

CANCEL OK

## 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
Task L X

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

Approve recertification  
 Reject recertification and remove account

**a. Approve recertification**

- i. Then 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. Then 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.

CANCEL
OK

- 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](#)