

Weave Portal Instructions for Annual Report

Annual Report

1. [Log-In](#) to Weave.
2. You will see the Weave portal dashboard.
3. Click on “My Work” on the top rail.
4. The easiest way to navigate is to click on the “Program Profile”. See the separate instructions to update GAC Directory.
5. Under “Programs” on the bottom left of the screen, see the list of accredited programs. You will complete the Annual Report data for each program.
6. Click on the first accredited program.
7. Click on “Annual Report” tab
8. Complete each section under “Annual Report” for the accredited program.
 - a. Complete the information for the specific accredited program.
 - b. Submit each section by clicking “Submit Section” when each section is completed or when the entire Annual Report is completed.
9. If you have more than one GAC-accredited program:
 - a. Return to the Institutional Profile and click on the next accredited program.
 - b. Follow the steps under number 8 above for each accredited program and complete the Annual Report data for the program.
10. Make sure all sections for each accredited program are completed and submitted by the deadline.

For technical questions, in Weave, access training videos in the Resource Center through the question mark at the top-right of the webpage. Use the “We’re Here to Assist” to email the Weave Helpdesk. Email GAC@pmi.org for accreditation or annual report data questions.