

Weave Portal Instructions for GAC Directory

Directory

The GAC primary contact is responsible for ensuring the program's public GAC Directory information is current. Some information that was reported in the Annual Report is now maintained in the Directory. Programs are required to complete each field noted below.

1. [Log-In](#) to Weave.
2. You will see the Weave portal dashboard.
3. Click on "My Work" on the top rail.
4. Click on "Program Profile" in the drop-down menu.
5. Upload the institution's logo to the Directory profile.
6. Add the "Institutional Enrollment" data and the "Institutional Faculty" data for the entire institution.
7. Under "Programs" on the bottom left of the screen, check that all accredited programs are listed.
8. Click on each accredited program.
 - a. If the institution address needs to be edited, edit it on the program tab. The edits will be saved on the main Institution Profile.
 - b. Under the "About" tab
 - i. Review and complete the "Website," "Phone number," and "Program email" fields relevant to the accredited program.
 - ii. Add each "Program URL".
 - iii. Review and update all any other information under the "About" tab.
 - c. Under the "Personnel" tab, add the individuals in the listed roles.
 - i. Add Email, Prefix, First Name, Last Name, and Official Position Title
 - ii. Other fields may be blank
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.
10. Your Directory listing is now updated. You may update it when changes are needed.
11. GAC will review the changes and make them live when approved.

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 questions.