## Weave Portal Instructions for Profile

GAC is implementing an accreditation portal to improve the accreditation process. The portal is easy to use; however, instructions are provided if needed.

### Profile

1. Register and create a new account here.
2. Ask your university IT department to add "weaveeducation.com" to the approved sender list, otherwise emails may be in your junk/spam.
3. Once your account has been created, check your email to verify your account.
4. Log-In to Weave
5. Sign the *Weave and End User License Agreement*
6. Complete the program profile information on the Dashboard page. This information will be used in the public GAC Directory.
7. Submit the profile information.
8. GAC will review the profile. When the review is complete, you will receive an email with the subject "Your application is complete"
   a. A complete profile may indicate that:
      i. The profile has been returned for corrections
      ii. **The profile is complete. You are now ready to begin the Annual Report on 1 October**
9. If corrections are required:
   a. the Program Dashboard will say "Return as Incomplete" and there will be a comment indicating needed corrections.
   b. Make the corrections and resubmit the profile.
   c. When the review is complete, you will receive an email with the subject "Your application is complete" A complete profile may indicate that:
      i. The profile has been returned for corrections a second time
      ii. The profile is complete. **You are now ready to begin the Annual Report on 1 October**

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 for technical questions. Email GAC@pmi.org for accreditation questions.