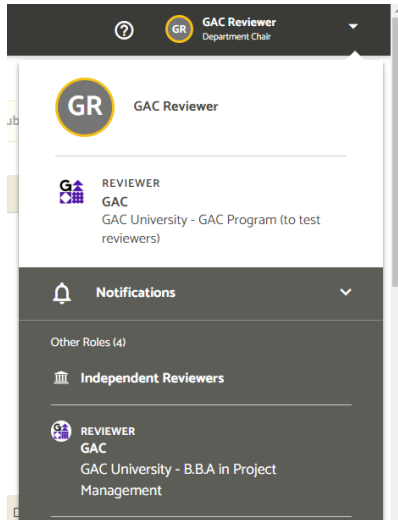


Weave Accreditation Portal Review Process: Director and Team Lead Review

1. You will receive an email to create a Weave account, unless an account exists.
2. [Log-In](#) to Weave after your account has been created
3. Sign the *Weave and End User License Agreement*
4. Find assigned reviews under the dropdown by your profile in the top right of the portal.



5. Review each standard and the submitted evidence.
 - a. You will see a tile for each section of the SAR and standard (Letter, Member, D.1.1, D.1.2 etc.).
 - i. The “Description” includes the standard
 - ii. The “Instructions” include the expectations detailed in the Standards Review Worksheet including specific templates such as Charts A and B, and the Faculty Credentials Chart that a program must submit.
 - iii. The Instructions indicate if the GAC Standard requires evidence, and if so, what evidence is required, or if evidence is optional.
 - iv. The “Narrative” includes the programs written SAR.
 - v. The “Evidence” includes the programs supplements as indicated in the “Instructions”
 - b. **Important:** At the Director/Team Lead Review level, the portal is used to review the report. **You will not write a report or submit a report.**
 - c. Use the Standards Review Worksheet found in the [Resources for Accreditation](#) to indicate which standards are aligned, partially aligned, or not aligned and to detail all areas to check during the visit.
 - d. **Optional:**
 - i. **Use of Comments**
 1. You may use the “comments” field to indicate standard alignment and areas to check during the visit.
 2. The comments will be visible to the team during the team review of the SAR, if the visit is authorized. Comments are not visible to the GAC or program.
 - ii. **Viewing the SAR in PDF**
 1. You may prefer to view the report in PDF format.
 2. Click the “+Report” button.
 3. Work through the through the Report Generator to choose displayed information.
 4. Download the zip file. Unzip the file.

5. View the PDF SAR. A blank first page will appear. The evidence is hyperlinked in the SAR PDF and the PDF is bookmarked for easy navigation.
6. During the Director/Team Lead review, findings are discussed and agreed upon.
 - a. The Team Lead submits the Standards Worksheet with the combined comments and ratings of the Director and Team Lead to the Accreditation Specialist.
 - b. The GAC Director submits the motion regarding the visit to the Accreditation Specialist.