

Weave Portal Instructions

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

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 may now begin the Letter of Intent
9. [Log-In](#) to Weave.
10. 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.
11. If the profile is approved, [Log-In](#) to Weave.
12. You will see the Weave portal.
13. Click on “Projects” on the top rail.
14. Click on “GAC Accreditation” and complete the Letter of Intent (LOI).
 - a. You will see tiles for each section of the LOI (Letter, Member, C.1.1, C.1.2 etc.).
 - b. **Read the Description tab and Instructions tab** for each Eligibility Requirement and **follow the instructions**.
 - c. Some instructions include hyperlinks to templates you need to download, complete, and upload.
 - d. Complete the narrative for each section.
 - e. Upload evidence when required, for each section.
15. When each section is complete, click “Ready for Submission” under the “Status” field at the bottom of each Eligibility Criteria.
16. You will be able to view but not edit your responses after submission.
17. It is recommended you generate a Report of your submission to save for your records.
18. When ready, click “Submit to GAC”. Confirm your submission.
19. You will be notified by GAC if corrections or clarification are needed to confirm eligibility. Any sections that are accepted will be marked as aligned and will be locked. Those that need to be corrected or clarified can be edited.
20. Inform GAC when your edits are complete.
21. For further details on how to complete the Letter of Intent, review the [Accreditation: Guided Tour](#) training video, including how to add team members and conduct an internal review.

Access other Weave training videos in the Resource Center via 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.