

First Year ATI Web Accessibility Project
Process Guide Draft 1.0

This process guide combines the use of the HiSoftware tool with the manual check process to help campuses improve the accessibility of their website and to create the transition plan for full compliance.

- 1) Campuses select a set of sample sites to represent administrative public web site cross-section
 - i. Sample websites should be no less than 15 and not more than 100 sites.
 - ii. The following is an example of some sample websites
 1. Campus main site (<http://www.fullerton.edu>)
 2. Each college and school
 3. Disabled student services
 4. Random departments
 5. Divisions
 6. University portal
- 2) Submit list of “Sample Sites” for approval to ATI Steering Sub-Committee
 - i. Members of ATI Steering Sub-Committee: Bill Post ; Amir Dabirian ; Gilbert Gonzales; Wayne Dick; Kevin O'Brien; Mary Cheng
- 3) ATI Steering Sub-Committee will turn around the approval to the campus within three business days.
- 4) Campuses install HiSoftware and configure to use 508 standards to run against all “Sample Sites”.
- 5) Campuses remediate each sample site to achieve a passing score of 80% or greater. Exceptions to the attainment of the 80% must be documented and include exception rationale and a plan to provide equal and effective access.
- 6) Campuses generate detail report using HiSoftware.
- 7) Campuses pick 20% of the “Sample Sites” and perform a manual check of the main home page (index page) of this smaller sample.
- 8) Campuses remediate all manual checked pages to achieve 100% compliance. Exceptions to the attainment of full compliance must be documented and include exception rationale and a plan to provide equal and effective access.
- 9) The Manual Checker application will verify step-by-step the manual check process and create an output.
- 10) Campuses submit report to the CO that includes the results of this project and a transition plan to improve web accessibility and reaching full compliance in accordance with established timelines.

