Background
As part of the CSU Accessibility Technology Initiative (ATI), SDSU is committed to ensuring that its programs and services are accessible to everyone. SDSU ATI gathers information regarding technology products and services to assess whether they are usable by persons with disabilities. Gathering this information is critical as it provides SDSU sufficient knowledge to plan for workarounds or accommodations that may be necessary until the College/Division has resolved accessibility issues. This information also allows SDSU to provide strong accessibility support and therefore reduce or eliminate the need to provide accommodations to work around accessibility gaps. We recognize that producing accessible technology products and services may require a significant commitment of resources and that accessibility remediation may require time to accomplish. Thus the SDSU ATI has developed this Roadmap template as means for College/Division to document accessibility remediation associated with their websites and to indicate their plans to fix their website scan errors or provide equally effective accommodation.

ATI Scan Requirements
As directed by the CSU Chancellor’s office, we are changing the ATI scanning standard from Section 508 to CSU ATI Requirements, which provide additional checkpoints in order to make our websites more accessible.

- These requirements map Web Content Accessibility Guidelines 2.0 techniques to Section 508 standards (including link validation) in order to provide a more accurate reporting of accessibility errors.
- Using these requirements checkpoints will detect more errors, therefore, more websites with higher failure rates.
- Our focus should not be on the higher scan failure rate, but rather on having more accessible websites.
- The additional errors detected are mostly related to Link validation errors, which includes broken and inaccessible links.

Instructions
Each College/Division are encouraged to run their own Compliance Sheriff scan of their web pages throughout the year to make sure that all existing and new pages published on the SDSU Website meet the CSU Accessibility Requirements.

- For those websites having less than 100% compliant, the site owner is responsible for developing a Roadmap using this template as a guide.
The purpose is to provide accountability and track progress, as well as document alternative workarounds or accommodations until all SDSU websites are fully compliant.

Priority should be given to heavily visited websites. Use Google Analytic or similar tool to analyze the number of hits and frequently visited sites.

Take down the pages that are no longer needed or hardly used.

Feel free to expand and attach additional pages to the template to include details and comments.

Completed Remediation Plans must be signed by the Department Head or Dean and countersigned by the area Vice President annually.

**How to Request Compliance Sheriff Account**

To request a Compliance Sheriff access, contact Chris Friedl at cfriedl@mail.sdsu.edu or Helen Craig at hcraig@mail.sdsu.edu.

**Web Activities and Important Dates**

- **July 1, 2014** - SDSU ATI Team will run an annual scan of all SDSU web pages using the Compliance Sheriff - CSU ATI Requirements checkpoints (Level 1 crawl).
- **July 2, 2014** – Departmental scan results were posted on SDSU ATI website: [http://access.sdsu.edu/baseline/audit.htm](http://access.sdsu.edu/baseline/audit.htm)
- **July 22, 2014** – Sent URL to WebDev to access the online ATI Roadmap Prototype for testing and feedback
- **July 24, 2014** – Sent a reminder to webDev re: online ATI Roadmap prototype and feedback deadline of 7/30/14.
- **August 5, 2014** – The step-by-step instructions to complete the ATI Web Roadmap explained at the Web meeting.
- **August 8, 2014** – Online ATI Roadmap finalized and ready to use. Go to [http://access.sdsu.edu/roadmap/index.htm](http://access.sdsu.edu/roadmap/index.htm)
- **August 13, 2014** – Departmental scan results (in a spreadsheet format) distributed to each area Vice President (who will then disseminate to each college and departments).
- **August 8 – October 3, 2014** – Site owners with less than 100% passing scores must complete an online ATI Web Roadmap form to document the plan to fix errors and identify equally effective alternative access. Each College or Division must coordinate and compile the information provided by site owners into one Roadmap.
- **October 10, 2014** – Each College or Division will receive compiled Roadmap entries for their area from the ATI Team (through each area Vice President who will then disseminate to each college and departments).
- **November 1, 2014** – Deadline for Colleges/Divisions to submit the ATI Exemption Authorization Form along with a Roadmap representing all departments within the College/Division to the ATI Sponsor. Please note that only one Exemption Form is required for each College or Division based on the July 1 scan results. We are working to have the Exemption Form submission done online through the use of electronic signature. We will keep you posted on the progress at the monthly web meetings.
Keep in mind:
We are more interested in the process than the Compliant Sheriff scores itself. What is important is that we have a process in place and are making continual progress to make our websites more accessible.

Compliance Sheriff Training/Support
SDSU (in collaboration with the CSU Chancellor’s office and HiSoftware) provided an on-site Compliance Sheriff Training on November 13, 2013. If you need additional training, please contact Chris Friedl cfriedl@mail.sdsu.edu <Ext. 44275> or Helen Craig hcraig@mail.sdsu.edu <Ext. 43605>.

Resources and Links
- For SDSU ATI information, go to http://access.sdsu.edu/index.htm
- For Departmental scan results, go to http://access.sdsu.edu/baseline/audit.htm
- For online ATI Web Roadmap, go to http://access.sdsu.edu/roadmap/index.htm
- For SDSU ATI Web Developer information, go to http://access.sdsu.edu/webaccess.htm.
- For CSU Website Accessibility information, go to http://teachingcommons.cdl.edu/access/sites/index.shtml

SDSU ATI Contacts:
- For general ATI questions, contact Riny Ledgerwood, ATI Program Manager, at ext. 4-4952 or rledgerw@mail.sdsu.edu.
- For technical ATI questions, contact Marc Pastor, Co-Chair ATI Web Team, at ext. 45852 or mpastor@mail.sdsu.edu
- For questions regarding web scan results, contact Chris Friedl at ext. 4-4275 or cfriedl@mail.sdsu.edu or Helen Craig at ext. 4-3605 or hcraig@mail.sdsu.edu.
**SDSU ATI Exemption Authorization Form**

**F.Y. 2014/2015**

*(Due Date: November 1, 2014)*

For website owners with scan results less than 100% passing score, an Exemption Authorization Form must be submitted by each College or Division to the ATI Executive Sponsor each year by November 1. This form must be accompanied by an ATI Roadmap listing the College or Division entries provided by the ATI Team. The purpose is to document the plan to fix errors (with notes for any false errors) and indicate equally effective alternative access. **Please submit one Exemption Authorization Form for each College or Division and an ATI Web Roadmap representing all departments within to the College or Division and email to Enterprise Technology Services, as follows:**

To: Kent McKelvey, ATI Executive Sponsor <mckelvey@mail.sdsu.edu>
Cc: Riny Ledgerwood, ATI Program Manager <rledgerw@mail.sdsu.edu>

If you have any questions, contact Riny Ledgerwood <rledgerw@mail.sdsu.edu> or Ext. 4-4952.

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Attach SDSU ATI Web Roadmap for your area

Your compiled Roadmap entries based on July 2014 Annual Scans will be provided by the ATI Team on 10/10/14. We are working to have the Exemption Form submission done online through the use of electronic signature. We will keep you posted on the progress at the monthly web meetings.