InfoReady Review™ Accessibility Guide

General Information

What is accessibility?

- In the broadest sense, accessibility is the practice of making something usable by as many people as possible.

- Within online platforms, it refers specifically to making websites that all people can access equally, including individuals with disabilities or impairments. Examples of accessible functionality include text-to-speech, closed-captioning, and keyboard shortcuts.
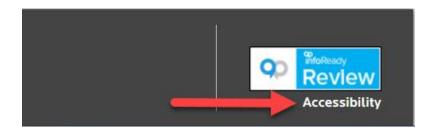
Who needs accessibility?

- Administrators and end users (applicants and reviewers) may need assistance navigating the system, including individuals with:
    - Visual impairments (including vision loss to to aging)
    - Hearing impairments
    - Motor impairments
    - Attention issues
- Users may have other needs that do not clearly fall into a category. Your goal should be to make your site as accessible as possible to all users.

What are the Web Content Accessibility Guidelines (WCAG)?

- Guidelines published by the World Wide Web Consortium's (W3C) Web Accessibility Initiative (WAI)
- Considered the industry standard for website accessibility

What is a Voluntary Product Accessibility Template (VPAT)?

- Table with information on how a product conforms to Section 508 of U.S. Rehabilitation Act of 1973.
- The current VPAT for InfoReady Review™ can be found here or by clicking the link on your site's footer:

What are the key elements of an accessible website?

- There are four main principles that make up WCAG standards:
    - **Perceivable** - Information and user interface components must be presentable to users in ways they can perceive (e.g., color contrast).
    - **Operable** - User interface components and navigation must be operable (e.g., keyboard functionality).
    - **Understandable** - Information and the operation of the user interface must be understandable (e.g., error identification and description)
    - **Robust** - Content must be robust enough that it can be interpreted by a wide variety of user agents, including assistive technologies (e.g., labeling "x" button as "close")

Improvements in Release 1.52 (January 2020)

Compliance

- The current VPAT was completed based on WCAG 2.0 (Levels A and AA).

Keyboard Navigation

- Interactive elements identified properly and navigation order improved

Alternative Text for Images

- Images within the site have descriptions that can be read by screen readers, those who turn off images (for example, in areas with low bandwidth), and in technologies that cannot see images, such as search engines.

Connected Label for Form Elements

- Screen readers will read the label of a question field as entered by the administrator (e.g., Email Address, Department, Does this project involve human subjects?, etc.)
- If multiple choice or multiple select questions are used, all options will also be read by screen readers.

Administrator Tips for Maintaining Accessibility

Color Contrast

- During your initial onboarding process, you will choose colors for various parts of the site. Usually, these selections are based on your institution's web branding guide. Avoid having colors in similar shades to provide enough contrast. If you would like to update the color scheme for your InfoReady Review site to improve accessibility, please contact [InfoReady Support](#) with the requested changes.

Button and Link Text

- Use action verbs so that the purpose of each link can be determined from the link text alone.
- For example, though administrators can change the text of the "Apply" button on the Requirements page, it should still convey action, such as "Submit Form" or "Request Approval".