CSU Accessible Technology Initiative (ATI)

Executive Order 1111: The California State University Board of Trustees Policy on Disability Support and Accommodations mandates that the CSU is required to make electronic and information technology accessible to all students, employees, and the general public, including individuals with disabilities.

As a new employee, accessibility begins with you; consider accessibility early and often, and pay attention to accessibility best practices in the following three ATI priority areas:

Web Accessibility

If you are responsible for updating information on a campus website, follow these recommendations:
- Images require alt-text
- Mask hyperlinks with plain text that describe the link
- Color alone should not convey meaning, and when using color, ensure there is enough contrast
- Headings should be present and used logically with proper nesting

Also, follow the above accessibility techniques when sending e-mails.

Instructional Materials & Digital Content

When authoring documents such as Word, PDF, PowerPoint, etc., follow all the Web Accessibility practices above and:
- Use the built-in accessibility checker to audit the accessibility of your documents
- When converting a document to PDF, use the "Save As" function, do not "print to PDF."
- PDF documents correctly generated from accessible source documents still require a final check

Procurement of Information and Communication Technologies (ICT)

Whenever you acquire IT software or hardware, even if the product is no-cost:
- Perform your accessibility due diligence and compare solutions before deciding on a specific product
- Ask the vendor about the accessibility of their product and request accessibility conformance documentation
- Complete the ICT Purchase Approval Request a minimum of 30 days before product use is required

Accessibility Support

Visit the Accessibility website [www.calstatela.edu/accessibility] for additional information on the topics above. You may also e-mail accessibility [accessibility@calstatela.edu] for assistance, and we will route your inquiry to the appropriate individual. Point your smartphone camera at the QR code on the bottom right-hand corner of this document to go to the Cal State LA Accessibility website.