**E&IT Accessibility Analysis**

**Purpose**

Colleges and departments, in coordination with their ITCs, are responsible for ensuring that an E&IT analysis has been completed and that the product or service meets all accessibility requirements. This analysis is a tool to determine if an E&IT product or service has an impact on an individual user or campus population to perform their job or classwork. This worksheet is used in conjunction with form ATI-4801 to determine if a VPAT, EEAAP, or exemption is required with a purchase requisition.

**Accessibility Guidelines and Considerations**

* Annual hardware maintenance **does not** require accessibility compliance analysis
* Annual software maintenance **does** require accessibility compliance analysis, unless it is for renewal of an identical existing software application with accessibility documentation on file.

**Accessibility Analysis**

Does this product or service meet the E&IT definition?

*Electronic and Information Technology (E&IT) is defined as any product or service that stores, records, transmits, presents, or conveys information. Section 508 of the Rehabilitation Act of 1973 requires the University to apply accessibility standards to all electronic and information technology products and services that it buys, creates, uses, and maintains.*

If yes, then answer the following:

1. Will the general public (off-campus visitors) be using this product or service?

[ ]  Yes – A VPAT is required [ ]  No

1. a. How many students will be using this product or service?

[ ]  All [ ]  None [ ]  1-99 [ ]  100-999 [ ]  1000+

b. Is this product or service required for classwork or research?

[ ]  Yes – A VPAT or VPAT/EEAAP is required [ ]  No

When evaluating for students, a VPAT is preferred, and unless the product or service is optional, there will be at least some impact.

1. a. How many employees will be using this product or service?

[ ]  All [ ]  None [ ]  1-10 [ ]  11-99 [ ]  100+

b. Is this product or service required for their job?

[ ]  Yes [ ]  No

* If employee use is less than 100 and it is not required for their job, then this is medium-impact.
* If this is required for the job and for less than 10 employees, then the back office exemption may apply.

**General considerations:**

* Is this a critical service?
* Does this impact a large number of users?
* Does this create legal exposure?
* Are there high accommodation costs?

If a VPAT, EEAAP, or exemption is not being included with the requisition, please include wording on ATI form 4801 that indicates why this product does not need accessibility documentation, based on the number of users served and/or the purpose of the product.

If you have questions about the impact of your E&IT request, consult with your ITC to help evaluate the questions related to your user group. While this evaluation form is not required to be attached to your E&IT requisition (ATI-4801), you may use this space to justify the exclusion of accessibility documentation: