# Alternative Access Plan

In compliance with Section 508 of the Rehabilitation Act of 1973 and the Illinois Information Technology Accessibility Act (IITAA), Information and Communications Technology (ICT) products and services that the University buys, creates, uses, and maintains must either conform to the Minimum Digital Accessibility Standards (MDAS), outlined by the ICT Accessibility Policy (HR-86), or have an approved exception. This form is used to document the AAP, and it must be included as part of an accessibility exception request.

When units must procure ICT that does not meet the MDAS requirements, an equally effective Alternative Access Plan (AAP) must be developed to document how an alternative method of access to the information, service, or experience will be provided. The alternative access provided must be appropriate for the needs of those with disabilities who might use the ICT and must allow for equivalent efficiency and inclusiveness.

## Important Considerations

As you implement your plan for providing a method of alternative access, remember the three E’s of accessibility:

* **Equally Integrated** – Providing similarly inclusive experience and access
* **Equally Effective** – Providing equal opportunity or outcome
* **Equivalent Ease of Use** – Providing access that is not substantially more difficult for users with a disability

Individuals must not be made to disclose their disability in order to utilize the alternative method of access. To maintain the standards of inclusiveness and timeliness, the alternative method of access should be made available in a way that individuals do not need to request the access.

**Date:**

## Section 1: Plan creator information

**Creator Name:**

**NetID:**

**Title:**

**Unit/Department:**

**College/Division:**

**Name of Unit Head:**

**Title:**

**NetID:**

## Section 2: ICT Description

### Name of ICT product or service:

Provide sufficient details about the product or service to ensure correct identification at a later date. If applicable, supply product version numbers to ensure correct identification of the product.

[Enter product name here.]

### ICT Description:

Include the vendor information and a brief description of the type of application, system or process.

### Intended ICT Use:

Indicate below how the ICT will be used.

## Section 3: Description of the Accessibility Issue(s)

### Functional Modalities Impacted

The accessibility issues in this ICT will negatively impact individuals in the following interaction modalities (Check all that apply):

* [ ]  **Without vision or with limited vision**, where a visual mode of operation is provided
* [ ]  **Without perception of color**, where a visual mode of operation is provided
* [ ]  **Without hearing or with limited hearing**, where an audible mode of operation is provided
* [ ]  **Without speech**, where speech is used for input, control, or operation
* [ ]  **With limited manipulation, reach, and strength**, where a manual mode of operation is provided
* [ ]  **With limited language, cognitive, and learning abilities**; making the operation of the ICT more difficult for individuals with limited cognitive, language, and learning abilities

### Description of the Issue(s)

Briefly describe how access barrier(s) in the product impact the interaction modalities indicated above.

Example: Students who are blind will be unable to complete quizzes.

## Section 4: Alternative Access Plan Details

### Responsible party(s):

List the name(s) and NetIDs of the campus employee(s) who will be responsible for providing the equally effective alternative access (EEAA) described in this plan. If this plan is for an application add-on, such as LTIs for Canvas or add-ons for Microsoft Teams, indicate that the user, such as a faculty member, who decides to make use of the add-on would be responsible for providing the EEAA.

### Alternative Access Provision

Describe in detail how the equally effective alternative access will be provided. Explain how this alternative mitigates the issues described in Section 3 above.

1. What will the responsible party need to do to provide the EEAA?
2. What must those who need to use the EEAA do to obtain access?

### Communication Plan

Describe in detail how the existence of and instructions for making use of the EEAA will be communicated.

**Important:** An effective communication plan will include provision for ongoing communication. This is especially important for application add-ons, where the individuals utilizing the add-ons for a project or course would be responsible for communicating about the EEAA.

1. How will those who need to use the EEAA be made aware of it?
2. What will the responsible party need to do to communicate how to use the EEAA?
3. If the responsible party is not the originator or part of the originating unit for the AAP, how will the existence of the EEAA and how to use it be communicated?