

Sample Language

“Digital Accessibility Review” ODIN Workday Session 2023

Requesting a VPAT

Good morning/afternoon,

[Company] is committed to providing equitable services for our audience, regardless of ability level. To that end, we are engaging in a digital accessibility review of our products and are requesting a recent ACR (a completed VPAT) that evaluates [journal/software] using WCAG 2.0 AA and Revised Section 508 standards. If you do not have a recent ACR for this product, you can use the attached VPAT template. Please review the first nine pages for instructions and then complete the tables by stating conformance level for each relevant criterion and providing remarks or explanations when needed. Please note that all criteria receiving a “partially supports,” “does not support,” or “not applicable” will require explanation/remarks.

More information about [VPATs](#) and how to create an [ACR](#) from the template provided is available through the US General Services. Each criterion on the template provided also includes a hyperlink that provides more information on the specific requirements.

“What is a VPAT?”

The VPAT is the Voluntary Product Accessibility Template, which provides information on how your online resource platform conforms with Section 508 standards of accessibility. The University requires a completed VPAT (called an Accessibility Conformance Report, or ACR) for all software solutions, including journals, to ensure that we are providing accessible materials to our students and faculty. There is more information from the [US General Services Administration](#) about VPATs specifically for vendors. There is also additional information about how to [create your ACR from the template](#) provided.

“What is WCAG?” or “I’m not a website, so WCAG doesn’t apply.”

WCAG standards for "[Web Content Accessibility Guidelines](#)." It is an international standard used to make web content more accessible to people with disabilities. The guidelines are also incorporated in the revised Section 508 of the Rehabilitation Act, which is a precursor to the Americans with Disabilities Act (ADA).