

Secured Data Authorization

Return completed form to MIS in C145



Requestor: _____ Date: _____

Dept: _____ Location _____ Phone _____

Job Title: _____

Network ID Name _____ **Desired Password** _____

Email your completion notification to _____

Create Web Directory and provide FTP Access at:

faculty.pasadena.edu staff.pasadena.edu other _____

I AGREE TO MAINTAIN SECTION 508 ACCESSIBLE WEB SITES

- **Images & animations:** Make sure for all non-text content has a text equivalent description. Use the **alt** attribute, or provide a caption, or body text equivalent to the purpose of each image on the page. Avoid blinking items (which can induce epileptic episodes in people with seizure disorders) and spinning animations (that may make it difficult for persons with cognitive impairments to focus on other content). **Image maps.** Use the client-side **map** and text for hotspots and provide alt attribute to describe the link.
- **Color.** Choose colors that are easy on the eye and have sufficient **contrast** for persons with visual impairments, such as color blindness. Do not use color alone to provide meaning or information.
- **Multimedia.** Provide captioning and transcripts of audio, and descriptions of video.
- **Hypertext links.** Use text that describes the link when read out of context. For example, avoid "click here."
- **Page organization.** Use headings, lists, and consistent navigational structure. Chunk content into manageable bits, using the simplest possible language. Use **CSS** for layout and style where possible.
- **Graphs & charts.** Summarize, provide the table with the data and if necessary use the **longdesc** attribute.
- **PDFs, Non-HTML files, Scripts, Applets, & Plug-ins.** Provide a link to any needed Plug-in, such as Adobe Reader for PDFs. Learn how to make accessible PDFs. Provide equivalent alternative content in case active features such as scripts and applets are inaccessible or unsupported.
- **Frames.** Avoid using them. If you must use them, use **noframes** element and meaningful titles for the frames.
- **Tables.** Make line-by-line (row by row) reading sensible. Summarize. Use header tags for column or row labels.
- **Check your work.** Validate.
Use tools, checklist, guidelines, & explanation of terms at <http://www.w3.org/TR/WCAG> and <http://www.pasadena.edu/accessible>

I AGREE MY WEB PAGES WILL CONTAIN:

- A **link** back to the **PCC Home Page**.
- The name and email address link to the **author** at the bottom of the page.
- The **date** of last revision at the bottom of the page.

I AGREE MY WEB PAGES WILL NOT CONTAIN:

- **Copyrighted materials** in any form without the consent of the original copyright owner.
- Audio, pictures (i.e., photographs, paintings, or derivatives thereof), videos, or movies of **people without their written consent**.
- **Commercial, for-profit activities** or advertisements in any form.
- **Confidential information** (i.e., student social security number, records or grades)
- Any images or data which would be **abusive, profane, harassing, or sexually offensive** to the average person.

Requestor Signature

Date

Approval: Cost Center Manager

Date

Location/Extension

Completion by Technology Services

Date