# Top 10 Things CIOs Need to Know About Accessibility

1. **Accessibility is like Security:** No one wants to do it, but it needs to be done from both a legal and moral perspective.
2. **Planning:** Accessibility does not happen overnight, planning is important to use available resources efficiently to identify high priority IT resources to be more accessible to students, faculty and staff with disabilities.
3. **Procurement:** Include accessibility as part of purchasing requirements and RFPs, and include accessibility testing as part of evaluating products for purchase. Vendors will only provide accessible products when you ask them to be accessible and hold them accountable to accessibility claims.
4. **Managing Accessibility:** IT staff and units need specific responsibilities to support the accessibility of IT resources they create and manage.
5. **Evaluation Procedures:** A common set of procedures should be used to evaluate the accessibility of IT resources developed and purchased.
6. **Accessibility Standards:** Set campus standards that meet the accessibility needs of students, faculty and staff with disabilities (i.e. Section 508 and/or WCAG 2.0).
7. **Best Practices:** Develop and use best practices to support the accessible design of IT resources developed or purchased for use on campus.
8. **Training:** Support training of IT staff in accessibility policies, procedures and use of best practices.
9. **Use Accessible Technologies:** Select technologies that support accessibility for campus projects and evaluate new technologies for accessibility features before using them.
10. **Participation:** Include students, faculty and staff with disabilities in setting priorities for making IT resources more accessible on your campus.