Submit Document for Web Team to Make Accessible

To upload documents to a school website, school editors must submit the document to the webmasters via an online form.
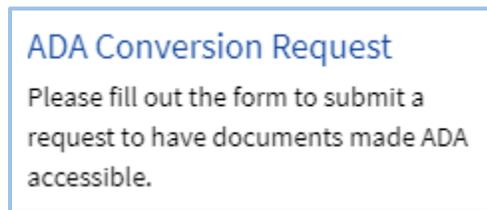
How to Submit the Form

To submit the form:

1. Go to the SPS Service Portal home page or click the **Tech Support icon** on your desktop.
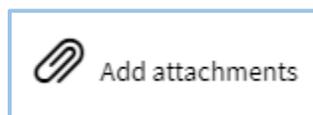
2. Click **Get Document ADA Help**.

3. Click **ADA Conversion Request**. This will take you to the form.

4. To attach a document, click **Add attachments** in the bottom right corner. A new window will open.

5. Find the file on your computer and then click **Open**.

6. Fill out the form and then click **Submit**.

Example of the form filled out

* In which school's website will the document be posted?

ℹ️ Mercer ✕ ▾

* Could this be a webpage? If not, why? (Examples of information that CAN be made into a .pdf would be forms or large documents over five pages)

no, it is a form

* Should this document live under Academics, Resources and Services, Student Life, Get Involved, or Our School? Or another area?

Academics > Library

* When do you need this posted by? Please expect a two day turnaround if the document is already ADA accessible.

11/30/2021 📅

* Has the document already been made ADA accessible? If not, expect a four day turnaround.

No ▾

* Is this a document or form that already exists on the district website? If yes, you should link to it there instead. (Volunteer forms, Health Services forms, athletics forms, and Board Policies for example)

No ▾

* When can this document be deleted?

06/30/2022 📅

How will I know my submission has been received?

You will receive a confirmation email from SPS Technology Services. It will say, "The Department of Technology Services at Seattle Public Schools has received your request for help and will respond shortly. If you would like to provide further information about the issue, you may simply reply to this email with any updates."

> The Department of Technology Services at Seattle Public Schools has received your request for help and will respond shortly. If you would like to provide further information about the issue, you may simply reply to this email with any updates.
>
> You can view all the details of the incident by following the link below:
>
> Take me to the Incident
>
> Thank you.
>
> _____
>
> Description: ADA Document Conversion
> Comments:

How will I know when the document is posted?

You will receive an "incident has been resolved" email from SPS Technology Services. It will say something like, "Resolved notes: Document is ADA accessible and posted here: <URL to webpage>"

INC0291212 - ADA Document Conversion Request

Your incident has been resolved.

The incident will automatically close in 5.0 days

Summary details

Resolved by: Danika Jackson

Resolved notes: Document is ADA accessible and posted here: https://www.seattleschools.org/webtips

You can view all the details of the incident by following the link below:

Take me to the Incident

Thank you.