



Quick Start User Guide

For New Users

What is iAccessible?

iAccessible is a web-based platform that helps users monitor, evaluate, and improve the accessibility, readability, hyperlink health, uptime, and search-readiness of agency websites and digital content. It provides dashboards, reports, testing tools, and AI-assisted guidance to help users understand accessibility issues and identify recommended remediation actions.

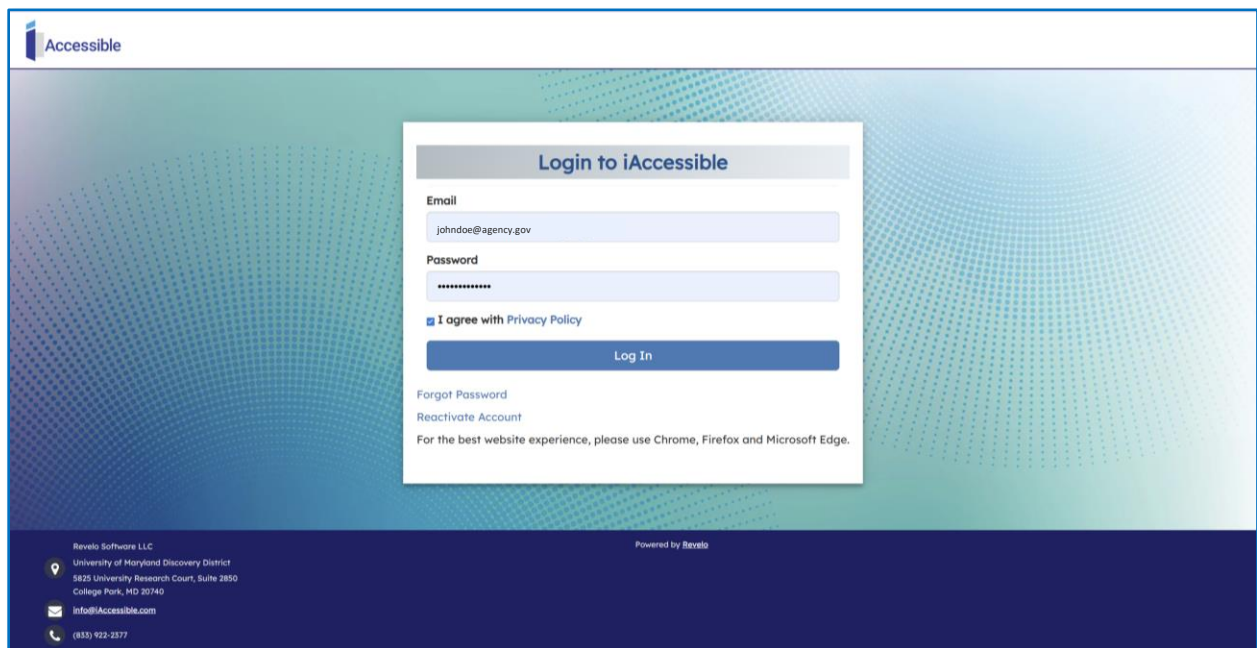
This quick guide introduces the most common features a new user will need during their first session.

First session flow

<p>1. Log in Use your agency-specific link, email, and password. Reset or reactivate access from the login page when needed.</p>	<p>2. Start with overview Open Reports and Dashboards > Consolidated Dashboards for a high-level view of website health.</p>	<p>3. Drill into dashboards Review conformance, hyperlink health, SEO/AEO, readability, and uptime results.</p>	<p>4. Scan a page Run an ad hoc webpage scan when you need fresh results for a specific URL.</p>
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1. Log in and manage access

Start with the agency-specific iAccessible link provided by your administrator.



Log in

1. Open the agency-specific iAccessible link.
2. Enter your email address and password.
3. Select Log In.
4. Create a new password if prompted.

Password or account help

Forgot your password?

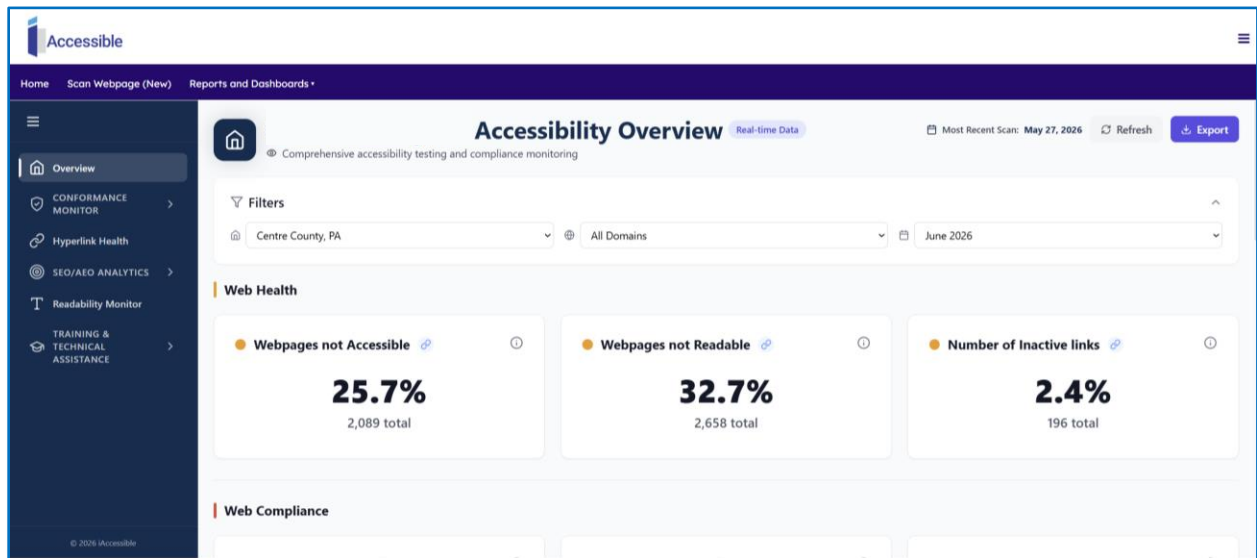
- Select Forgot Password.
- Enter the email tied to your account.
- Check email for a temporary password.
- Log in and create a new password.

Account inactive?

Select Reactivate Account and follow the email instructions.

2. Start with the Overview Dashboard

Reports and Dashboards > Consolidated Dashboards



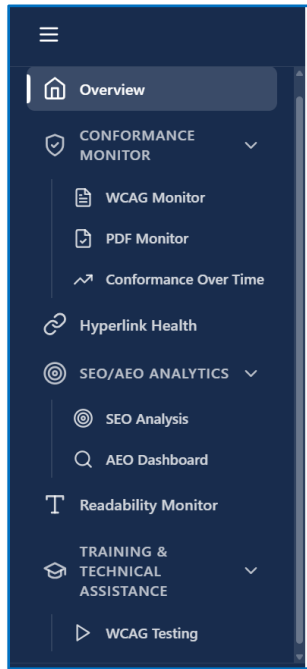
The Overview Dashboard gives new users a high-level summary across monitored websites. Use it to understand current website health before opening detailed dashboards.

- **Web Health:** pages that may not be accessible, readable, or reachable.
- **Web Compliance:** accessibility findings and conformance indicators.
- **Web Inventory:** monitored pages and domains.
- **SEO/AEO Metrics:** search and answer-engine readiness indicators.
- **Key Insights:** plain-language summary of trends and issues.

Helpful filters: Operating Unit, Domain, Month-Year, and Internal/External.

3. Review the most useful dashboard

Use this matrix to open the dashboard that matches the question you need to answer.

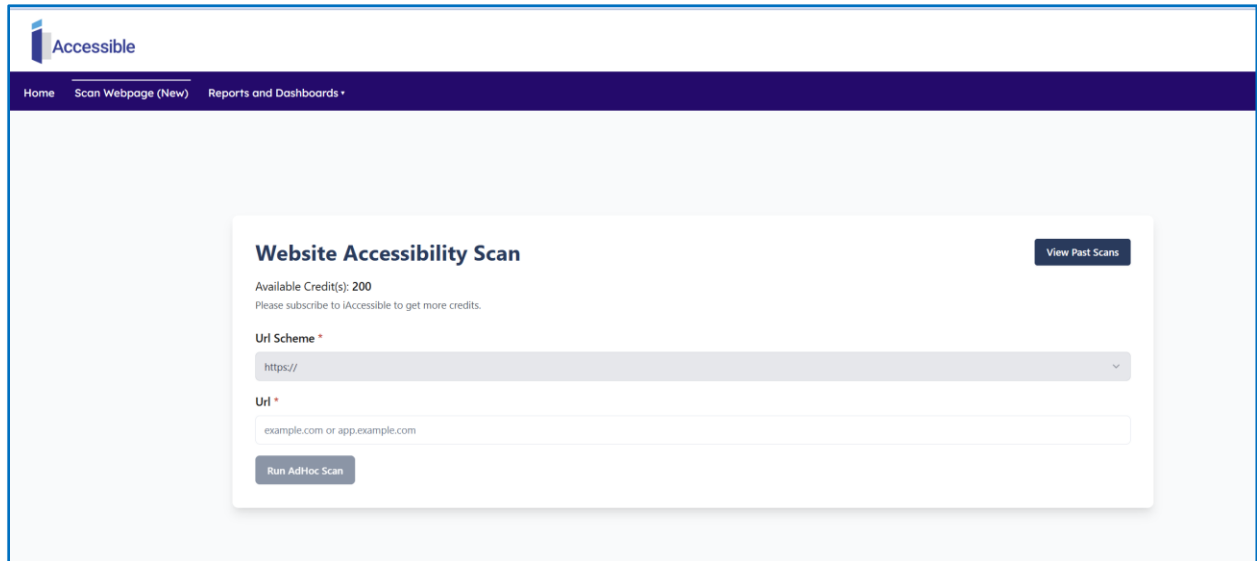


Dashboard	Use it to review	Common questions it answers
Conformance Monitor	WCAG issues, ARIA findings, PDF accessibility issues, and conformance trends.	Which pages have errors? Which WCAG issues occur most often? Are results improving?
WCAG Testing	Accessibility conformance trends across scans, WCAG success criteria performance, issue resolution rates, compliance scores, and historical progress by website, department, or page.	Is accessibility improving over time? Which WCAG criteria show the greatest improvement or decline? Which departments are making progress? How has our overall compliance score changed?

Dashboard	Use it to review	Common questions it answers
PDF Monitor	PDF inventory, accessibility status, PDF/UA compliance, tagged vs. untagged documents, form accessibility, document metadata, and remediation priorities.	Which PDFs require remediation? How many documents are PDF/UA compliant? Which departments have the largest remediation backlog
Hyperlink Health	Broken, inactive, redirected, or unknown-status links across agency domains.	Which links are inactive or broken? What changed since the previous scan?
SEO/AEO Analytics	Page metadata, content structure, readability signals, and answer-engine readiness.	Which pages are missing titles or descriptions? Which pages need structure improvements?
Readability Monitor	Grade level, reading ease, sentence complexity, misspellings, and readability performance.	Which pages may be too difficult to read? Which content needs plain-language review?
Uptime Monitor	Website availability, recent downtime trends, SSL tracking, and domain expiration alerts.	Are monitored websites online? Has there been downtime recently?

4. Run an ad hoc webpage scan

Use Scan Webpage when you need to test a specific page outside the regular scheduled scan.



<p>1 Select Scan Webpage from the main menu.</p>	<p>2 Enter the webpage URL.</p>	<p>3 Select the appropriate URL scheme, such as https://.</p>
<p>4 Select Run AdHoc Scan.</p>	<p>5 Review the results when the scan is complete.</p>	<p>6 Select Download PDF Report if you need a copy of the findings.</p>

Tip: Use *View Past Scans* to access earlier ad hoc scan results.

5. Get accessibility guidance

<p>Accessibility Assistant Ask for plain-language explanations of WCAG, PDF/UA, and accessibility findings. Use it for guidance and remediation ideas.</p>	<p>Guidelines Open Resources > Guidelines for WCAG 2.2, PDF/UA, WAVE terminology, readability guidance, external standards links, search, and export.</p>	<p>Helpdesk Assistant Use the iAccessible Helpdesk Accessibility Assistant for quick platform questions based on user manual and helpdesk content.</p>
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Accessibility Assistant guidance supports day-to-day decision-making. Formal audits and legal compliance reviews should follow agency procedures.

6. Export, share, and get help

Many dashboards include export options that help teams share findings, analyze issues, and document remediation progress.

<p>Visual exports Download PNG for dashboard snapshots and presentation-ready visuals.</p>	<p>Spreadsheet exports Download Excel for the current page, current filters, or latest available month. Download CSV when available.</p>	<p>PDF reports Download PDF reports when you need a portable record of findings or ad hoc scan results.</p>
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Quick reference checklist

<p>During your first session</p> <ul style="list-style-type: none"> • Confirm your login works. • Open the Overview Dashboard. • Apply filters for your operating unit or domain. • Review the dashboard that matches your question. • Run an ad hoc scan for one page if needed. 	<p>Before sharing findings</p> <ul style="list-style-type: none"> • Confirm filters before exporting. • Use plain-language insights for stakeholder summaries. • Download the correct report format. • Document remediation progress over time. • Contact support for account or platform questions.
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Need help?

iAccessible Support Team

Email: help@iaccessible.com or info@iaccessible.com

Phone: 1-833-922-2377 ext. 2

Hours: Monday through Friday, 9:00 a.m. to 5:00 p.m. Eastern Time

For agency-specific account access, permissions, or internal procedures, contact your agency administrator or internal helpdesk.