

Self Service Portals for CSM Accessibility Conformance Report

International Edition

Based on VPAT® Version 2.4

Report Details

| Field | Description |
|------------------------|---|
| Name of Product | ServiceNow® Self Service Portals for Customer Service Management (CSM) |
| Version | Xanadu |
| Report Date | October 06, 2024 |
| Product Description | Supports business-to-business (B2B) organizations to support their customers. The portal provides out-of-the-box self-service capabilities for customers to search for information or request assistance from a customer service agent. |
| Contact Information | accessibility@servicenow.com |
| Notes | This product is a web-only application. The information contained in this report only applies to this release of this application. |
| | Accessibility conformance details for other ServiceNow products are covered in separate reports. See Accessibility Conformance Reports on the Product Documentation site. |
| | Any customization of this application or the Now Platform may have an impact on the specifics in this report. |
| | This version of the report replaces the Utah Self Service Portals for CSM version dated February 2, 2024. |



Evaluation Methods Used

- This application was evaluated using the most recent versions of multiple browsers (Chrome, Safari, and Edge Chromium).
- Assistive technologies used in this evaluation included NVDA, JAWS, VoiceOver, TalkBack, and ZoomText. Additionally, the keyboard was used exclusively to navigate and operate the product content and functionality.
- The evaluation process used a combination of independent 3rd party assessments and automated checks, as well as human testing/evaluation of specific workflows.
- This Accessibility Conformance Report is based on known conformance issues related to Self Service Portals for CSM. Other potential accessibility and usability issues may exist but are unknown at this time.

Applicable Standards/Guidelines

This report covers the degree of conformance to the following accessibility standards/guidelines:

| Standard/Guideline | Included in Report |
|--|--------------------|
| Web Content Accessibility Guidelines 2.0 | Level A (Yes) |
| | Level AA (Yes) |
| | Level AAA (No) |
| Web Content Accessibility Guidelines 2.1 | Level A (Yes) |
| | Level AA (Yes) |
| | Level AAA (No) |
| Revised Section 508 standards published January 18, 2017, and corrected January 22, 2018 | (Yes) |
| EN 301 549 Accessibility requirements suitable for public procurement of ICT products and services in Europe, - V3.1.1 (2019-11) | (Yes) |



Terms

The terms used in the Conformance Level information are defined as follows:

- Supports: The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- Does Not Support: The majority of product functionality does not meet the criterion.
- Not Applicable: The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.x Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 Web, Sections 10.1-10.4 of Chapter 10 Non-Web documents, and Sections 11.1-11.4 and 11.8.2 of Chapter 11 Non-Web Software (open and closed functionality), and Sections 12.1.2 and 12.2.4 of Chapter 12 Documentation
- Revised Section 508: Chapter 5 501.1 Scope, 504.2 Content Creation or Editing, and Chapter 6 – 602.3 Electronic Support Documentation.

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the WCAG 2.0 Conformance Requirements.



Table 1: Level A Success Criteria

Notes:

| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|---|
| 1.1.1 Non-text Content (Level A) Also applies to: EN 301 549 Criteria 9.1.1.1 (Web) 10.1.1.1 (Non-web document) 11.1.1.1.1 (Open Functionality Software) 11.1.1.2 (Closed Functionality Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) | Supports | Self Service Portals for CSM provides sufficient text alternatives for any instances of non-text content. |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|---|
| Criteria 1.2.1 Audio-only and Video-only (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria 9.1.2.1 (Web) 10.1.2.1 (Non-web document) 11.1.2.1.1 (Open Functionality Software) 11.1.2.1.2.1 and 11.1.2.1.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) | Not Applicable | Self Service Portals for CSM does not contain prerecorded audio-only or video-only media. |
| 504.2 (Authoring Tool)602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 1.2.2 Captions (Prerecorded) (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.1.2.2 (Web) | | |
| 10.1.2.2 (Non-web document) | | |
| 11.1.2.2 (Open Functionality Software) | | Self Service Portals for CSM does not contain |
| • 11.1.2.2 (Closed Software) | Not Applicable | prerecorded synchronized media. |
| • 11.8.2 (Authoring Tool) | | |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria 9.1.2.3 (Web) 10.1.2.3 (Non-web document) 11.1.2.3.1 (Open Functionality Software) | | Self Service Portals for CSM does not contain prerecorded video content |
| 11.1.2.3.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) | Not Applicable | that would require audio description or a media alternative. |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 1.3.1 Info and Relationships (Level A) Also applies to: | | |
| EN 301 549 Criteria | | |
| 9.1.3.1 (Web)10.1.3.1 (Non-web document) | | |
| 11.1.3.1.1 (Open Functionality Software) | | Visual structure and relationship information for Self Service Portals for CSM |
| • 11.1.3.1.2 (Closed Software) | Supports | are provided through object information or are available |
| • 11.8.2 (Authoring Tool) | | in text. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|--|
| 1.3.2 Meaningful Sequence (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.1.3.2 (Web) | | |
| 10.1.3.2 (Non-web document) | | |
| • 11.1.3.2.1 (Open Functionality Software) | | Content in Self Service |
| • 11.1.3.2.2 (Closed Software) | Supports | Portals for CSM is presented in a meaningful sequence. |
| • 11.8.2 (Authoring Tool) | | |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|---|
| 1.3.3 Sensory Characteristics (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.1.3.3 (Web) | | |
| 10.1.3.3 (Non-web document) | Summanda | |
| 11.1.3.3 (Open Functionality Software) | | Instructions in Self Service Portals for CSM do not rely |
| • 11.1.3.3 (Closed Software) | Supports | solely on sensory characteristics. |
| • 11.8.2 (Authoring Tool) | | Characteristics. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |





| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 1.4.2 Audio Control (Level A) Also applies to: EN 301 549 Criteria 9.1.4.2 (Web) 10.1.4.2 (Non-web document) 11.1.4.2 (Open Functionality Software) 11.1.4.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) | Supports | Self Service Portals for CSM does not contain audio that plays automatically. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|--|
| 2.1.1 Keyboard (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.2.1.1 (Web) | | |
| 10.2.1.1 (Non-web document) | | |
| • 11.2.1.1.1 (Open Functionality Software) | | Self Service Portals for CSM |
| • 11.2.1.1.2 (Closed Software) | Supports | functionality can be accessed and operated |
| • 11.8.2 (Authoring Tool) | | using a keyboard. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 2.1.2 No Keyboard Trap (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.2.1.2 (Web) | | |
| 10.2.1.2 (Non-web document) | | |
| 11.2.1.2 (Open Functionality Software) | Supports | Self Service Portals for CSM does not include any known |
| • 11.2.1.2 (Closed Software) | | keyboard traps. |
| • 11.8.2 (Authoring Tool) | | |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 2.1.4 Character Key Shortcuts (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.1.4 (Web) • 10.2.1.4 (Non-web document) • 11.2.1.4.1 (Open Functionality Software) • 11.2.1.4.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) | Supports | Self Service Portals for CSM does not use any single-key shortcuts, other than those restricted to a focused component. |
| Revised Section 508 – Does not apply | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 2.2.1 Timing Adjustable (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.2.2.1 (Web) | | |
| 10.2.2.1 (Non-web document) | | |
| • 11.2.2.1 (Open Functionality Software) | Supports | Self Service Portals for CSM allows users to extend the |
| • 11.2.2.1 (Closed Software) | 3000013 | session timeout as required. |
| • 11.8.2 (Authoring Tool) | | |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 2.2.2 Pause, Stop, Hide (Level A) Also applies to: EN 301 549 Criteria 9.2.2.2 (Web) 10.2.2.2 (Non-web document) 11.2.2.2 (Open | Conformance Level | Self Service Portals for CSM |
| Functionality Software) 11.2.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) | Not Applicable | does not include elements that move, blink, scroll, or auto-update. |
| Revised Section 508 • 501 (Web) (Software) | | |
| 501 (Web)(3011Ware)504.2 (Authoring Tool)602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 2.3.1 Three Flashes or Below Threshold (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.2.3.1 (Web) | | |
| 10.2.3.1 (Non-web document) | | |
| 11.2.3.1 (Open Functionality Software) | Not Appliedt - | Self Service Portals for CSM does not contain any |
| • 11.2.3.1 (Closed Software) | Not Applicable | flashing or strobing content. |
| • 11.8.2 (Authoring Tool) | | - |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|---|
| 2.4.1 Bypass Blocks (Level A) Also applies to: EN 301 549 Criteria 9.2.4.1 (Web) 10.2.4.1 (Non-web document) – Does not apply 11.2.4.1 (Open Functionality Software) – Does not apply 11.2.4.1 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) – Does not apply to non-web software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to non-web docs | Supports | Pages in Self Service Portals for CSM use HTML5 landmark regions, which will allow screen readers to meet this requirement. |





| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|-------------------------------|
| 2.4.3 Focus Order (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.2.4.3 (Web) | | |
| 10.2.4.3 (Non-web document) | | |
| 11.2.4.3 (Open Functionality Software) | | Components in Self Service |
| • 11.2.4.3 (Closed Software) | Supports | Portals for CSM receive focus |
| • 11.8.2 (Authoring Tool) | | in a meaningful order. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 2.4.4 Link Purpose (In Context) (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.2.4.4 (Web) | | |
| 10.2.4.4 (Non-web document) | | The purpose of each link in |
| 11.2.4.4 (Open Functionality Software) | Supports | Self Service Portals for CSM can be determined from the |
| • 11.2.4.4 (Closed Software | 3000013 | link text alone or from the |
| • 11.8.2 (Authoring Tool) | | programmatic context of the link. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|--------------------|--|
| 2.5.1 Pointer Gestures (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.5.1 (Web) • 10.2.5.1 (Non-web document) • 11.2.5.1 (Open Functionality Software) • 11.2.5.1 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply | Supports | In Self Service Portals for CSM, there is no functionality that uses multipoint or pathbased gestures to operate. |
| 2.5.2 Pointer Cancellation (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.5.2 (Web) • 10.2.5.2 (Non-web document) • 11.2.5.2 (Open Functionality Software) • 11.2.5.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply | Partially Supports | In Self Service Portals for CSM, the down-event of the pointer is not used to execute any part of the function, with the following exception: • Clear field buttons activate on mouse down-event. |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 2.5.3 Label in Name (Level A 2.1 only) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.2.5.3 (Web) | | |
| 10.2.5.3 (Non-web document) | | Visual labels of components |
| 11.2.5.3.1 (Open Functionality Software) | Supports | within Self Service Portals for CSM match the text associated with the |
| • 11.2.5.3.2 (Closed Software) | | programmatic names. |
| • 11.8.2 (Authoring Tool) | | |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 – Does not apply | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|--|
| 2.5.4 Motion Actuation (Level A 2.1 only) Also applies to: | | |
| EN 301 549 Criteria 9.2.5.4 (Web) 10.2.5.4 (Non-web document) 11.2.5.4 (Open Functionality Software) 11.2.5.4 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply | Not Applicable | In Self Service Portals for CSM, there is no functionality that can be operated by device motion or user motion. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 3.1.1 Language of Page (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.3.1.1 (Web) | | |
| 10.3.1.1 (Non-web document) | | |
| • 11.3.1.1.1 (Open Functionality Software) | Supports | The default language of each page in Self Service |
| • 11.3.1.1.2 (Closed Software) | | Portals for CSM is identified using the LANG attribute in the HTML element. |
| • 11.8.2 (Authoring Tool) | | me nimt element. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |







| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|--|
| 3.3.1 Error Identification (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.3.3.1 (Web) | | |
| 10.3.3.1 (Non-web document) | | |
| • 11.3.3.1.1 (Open Functionality Software) | | Where errors are automatically detected in Self Service Portals for CSM, |
| • 11.3.3.1.2 (Closed Software) | Supports | the error is identified, and an error message is provided as |
| • 11.8.2 (Authoring Tool) | | text. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|--|
| 3.3.2 Labels or Instructions (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.3.3.2 (Web) | | |
| 10.3.3.2 (Non-web document) | | |
| • 11.3.3.2 (Open Functionality Software) | Supports | A label is provided for each of Self Service Portals for |
| • 11.3.3.2 (Closed Software) | 3000013 | CSM's input fields. |
| • 11.8.2 (Authoring Tool) | | |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 4.1.1 Parsing (Level A) Also applies to: EN 301 549 Criteria 9.4.1.1 (Web) 10.4.1.1 (Non-web document) 11.4.1.1.1 (Open Functionality Software) 11.4.1.1.2 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) | Supports | Self Service Portals for CSM webpages use semantically correct markup for all interface elements and have complete start and end tags. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|--|
| 4.1.2 Name, Role, Value (Level A) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.4.1.2 (Web) | | |
| 10.4.1.2 (Non-web document) | Supports | |
| • 11.4.1.2.1 (Open Functionality Software) | | User interface components in Self Service Portals for CSM |
| 11.4.1.2.2 (Closed Software) – Not required | | provide programmatic name, role, and/or state information. |
| • 11.8.2 (Authoring Tool) | | information. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



Table 2: Level AA Success Criteria

Notes:

| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 1.2.4 Captions (Live) (Level AA) Also applies to: EN 301 549 Criteria 9.1.2.4 (Web) 10.1.2.4 (Non-web document) 11.1.2.4 (Open Functionality Software) 11.1.2.4 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) | Not Applicable | Self Service Portals for CSM does not contain live synchronized media. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 1.2.5 Audio Description (Prerecorded) (Level AA) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.1.2.5 (Web) | | |
| 10.1.2.5 (Non-web document) | | |
| • 11.1.2.5 (Open Functionality Software) | Not Applicable | Self Service Portals for CSM does not contain prerecorded video content |
| • 11.1.2.5 (Closed Software) | Not Applicable | that would require audio |
| • 11.8.2 (Authoring Tool) | | description. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 1.3.4 Orientation (Level AA 2.1 only) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.1.3.4 (Web) | | |
| 10.1.3.4 (Non-web document) | | Self Service Portals for CSM |
| 11.1.3.4 (Open Functionality Software) | Supports | does not contain fixed orientation for page displays. |
| • 11.1.3.4 (Closed Software) | | |
| • 11.8.2 (Authoring Tool) | | |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 – Does not apply | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 1.3.5 Identify Input Purpose (Level AA 2.1 only) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.1.3.5 (Web) | | |
| 10.1.3.5 (Non-web document) | | In Self Service Portals for CSM, the purpose of each |
| • 11.1.3.5.1 (Open Functionality Software) | Supports | specifically identified input field collecting information about the user can be |
| • 11.1.3.5.2 (Closed Software) | | programmatically determined. |
| • 11.8.2 (Authoring Tool) | | |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 – Does not apply | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 1.4.3 Contrast (Minimum) (Level AA) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.1.4.3 (Web) | | |
| 10.1.4.3 (Non-web document) | | |
| • 11.1.4.3 (Open Functionality Software) | Supports | Text in Self Service Portals for CSM meets minimum contrast requirements, |
| • 11.1.4.3 (Closed Software) | 3000013 | including the text color on |
| • 11.8.2 (Authoring Tool) | | hover and focus states. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |







| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 1.4.10 Reflow (Level AA 2.1 only) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.1.4.10 (Web) | | |
| 10.1.4.10 (Non-web document) | | Self Service Portals for CSM content reflows at different |
| • 11.1.4.10 (Open Functionality Software) | Supports | screen widths without loss of information or functionality |
| • 11.1.4.10 (Closed Software) | | and without requiring scrolling in two dimensions. |
| • 11.8.2 (Authoring Tool) | | |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 – Does not apply | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|--|
| 1.4.11 Non-text Contrast (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.11 (Web) 10.1.4.11 (Non-web document) 11.1.4.11 (Open Functionality Software) 11.1.4.11 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply | Supports | Components in Self Service Portals for CSM meet minimum contrast requirements, including the text color on hover and focus states. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 1.4.12 Text Spacing (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.12 (Web) 10.1.4.12 (Non-web document) 11.1.4.12 (Open Functionality Software) 11.1.4.12 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply | Supports | Self Service Portals for CSM allows text style adjustments to meet the minimum thresholds for text spacing. |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|---|
| 1.4.13 Content on Hover or Focus (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.1.4.13 (Web) • 10.1.4.13 (Non-web document) • 11.1.4.13 (Open Functionality Software) • 11.4.13 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not | Supports | Self Service Portals for CSM allows hover content to be manually dismissed. |





| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 2.4.6 Headings and Labels (Level AA) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.2.4.6 (Web) | | |
| 10.2.4.6 (Non-web document) | | Self Service Portals for CSM |
| 11.2.4.6 (Open Functionality Software) | Supports | uses meaningful semantic headings to label content blocks. Form input labels are |
| • 11.2.4.6 (Closed Software) | 3000013 | associated with their inputs |
| • 11.8.2 (Authoring Tool) | | and provide a useful label to |
| • 12.1.2 (Product Docs) | | those inputs. |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 2.4.7 Focus Visible (Level AA) Also applies to: EN 301 549 Criteria 9.2.4.7 (Web) 10.2.4.7 (Non-web document) 11.2.4.7 (Open Functionality Software) 11.2.4.7 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web) (Software) 504.2 (Authoring Tool) 602.3 (Support Docs) | Supports | Focusable elements in Self Service Portals for CSM have a visible keyboard focus indicator. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 3.1.2 Language of Parts (Level AA) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.3.1.2 (Web) | | |
| 10.3.1.2 (Non-web document) | | |
| 11.3.1.2 (Open Functionality Software) – Does not apply | Supports | Within Self Service Portals for CSM default webpages, the language of each portion of |
| 11.3.1.2 (Closed Software) Does not apply | Supports | the page is programmatically |
| • 11.8.2 (Authoring Tool) | | determinable. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 3.2.3 Consistent Navigation (Level AA) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.3.2.3 (Web) | | |
| 10.3.2.3 (Non-web document) – Does not apply | | |
| 11.3.2.3 (Open Functionality Software) – Does not apply | | |
| 11.3.2.3 (Closed Software)Does not apply | Supports | Self Service Portals for CSM provides consistent and |
| • 11.8.2 (Authoring Tool) | | repeatable navigation. |
| • 12.1.2 (Product Docs) | | |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| 501 (Web) (Software) – Does not apply to non- web software | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) – Does not apply to non- web docs | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|--------------------|--|
| 3.2.4 Consistent Identification (Level AA) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.3.2.4 (Web) | | |
| 10.3.2.4 (Non-web document) – Does not apply | | |
| 11.3.2.4 (Open Functionality Software) – Does not apply | | Components that have the same functionality within Self |
| 11.3.2.4 (Closed Software) Does not apply | Partially Supports | Service Portals for CSM are identified consistently, with the following exception: |
| 11.8.2 (Authoring Tool) | | Required Text fields |
| • 12.1.2 (Product Docs) | | have inconsistent labels. |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| 501 (Web)(Software) – Does not apply to non- web software | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) – Does not apply to non- web docs | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 3.3.3 Error Suggestion (Level AA) | | |
| Also applies to: EN 301 549 Criteria | | |
| • 9.3.3.3 (Web) | | |
| 10.3.3.3 (Non-web document) | | When an error is |
| 11.3.3.3 (Open Functionality Software) | Supports | automatically detected within a native data entry form in Self Service Portals for |
| • 11.3.3.3 (Closed Software) | 30000113 | CSM, the resulting error |
| • 11.8.2 (Authoring Tool) | | message provides |
| • 12.1.2 (Product Docs) | | suggestions for correction. |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|---|
| 3.3.4 Error Prevention (Legal, Financial, Data) (Level AA) | | |
| Also applies to: | | |
| EN 301 549 Criteria | | |
| • 9.3.3.4 (Web) | | |
| 10.3.3.4 (Non-web document) | | No forms within Self Service Portals for CSM submit |
| 11.3.3.4 (Open Functionality Software) | Supports | actions that cause legal commitments or financial transactions to occur, nor do |
| • 11.3.3.4 (Closed Software) | 3000013 | any forms submit actions |
| • 11.8.2 (Authoring Tool) | | that modify or delete user- |
| • 12.1.2 (Product Docs) | | controllable data in the data storage system. |
| • 12.2.4 (Support Docs) | | |
| Revised Section 508 | | |
| • 501 (Web)(Software) | | |
| • 504.2 (Authoring Tool) | | |
| 602.3 (Support Docs) | | |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 4.1.3 Status Messages (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.4.1.3 (Web) • 10.4.1.3 (Non-web document) • 11.4.1.3 (Open Functionality Software) • 11.4.1.3 (Closed Software) • 10.4.1.3 (Closed Software) • 11.4.1.3 (Closed Software) • 11.4.1.3 (Closed Software) • 12.4 (Support Docs) Revised Section 508 – Does not apply | Supports | In Self Service Portals for CSM, status messages can be programmatically determined through roles or properties so that they can be presented to the user by assistive technologies without receiving focus. |

Table 3: Level AAA Success Criteria

Notes: Not Evaluated

Revised Section 508 Report



Chapter 3: Functional Performance Criteria (FPC)

| Criteria | Conformance Level | Remarks and Explanations |
|---------------------------------------|--------------------|--|
| 302.1 Without Vision | Partially Supports | With some minor exceptions noted above, Self Service Portals for CSM is functional to screen reading technology. |
| 302.2 With Limited Vision | Supports | Self Service Portals for CSM supports text and screen enlargement. |
| 302.3 Without Perception of Color | Supports | There is nothing within Self Service Portals for CSM where color alone is being used to convey information. |
| 302.4 Without Hearing | Supports | There is nothing within Self Service Portals for CSM that explicitly requires hearing. |
| 302.5 With Limited Hearing | Supports | There is nothing within Self Service Portals for CSM that explicitly requires hearing. |
| 302.6 Without Speech | Supports | There is nothing within Self Service Portals for CSM that explicitly requires speech. |
| 302.7 With Limited Manipulation | Partially Supports | There is some functionality within Self Service Portals for CSM that cannot be manipulated via the keyboard. |
| 302.8 With Limited Reach and Strength | Supports | Features and functions within Self Service Portals for CSM can be manipulated via the keyboard. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|--|
| 302.9 With Limited Language, Cognitive, and Learning Abilities | Supports | Self Service Portals for CSM uses standard terms, which are understandable by users with limited language, cognitive, or learning abilities. |

Chapter 4: Hardware

Notes: Not Applicable

Chapter 5: <u>Software</u>

| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------------------------|--|
| 501.1 Scope – Incorporation of WCAG 2.0 AA | See WCAG 2.x section | See information in <u>WCAG 2.x</u> section. |
| 502 Interoperability with Assistive Technology | Heading cell – no response required | Does not apply to a web-only application. |
| 503 Applications | Heading cell – no response required | Does not apply to a web-only application. |
| 504 Authoring Tools | Heading cell – no response required | Heading cell – no response required |
| 504.2 Content Creation or Editing (if not authoring tool, enter "not applicable") | Not Applicable | See information in <u>WCAG 2.x</u> section. |
| 504.2.1 Preservation of Information Provided for Accessibility in Format Conversion | Not Applicable | Self Service Portals for CSM is not an authoring tool. |



| Criteria | Conformance Level | Remarks and Explanations |
|--------------------|-------------------|--|
| 504.2.2 PDF Export | Not Applicable | Self Service Portals for CSM is not an authoring tool. |
| 504.3 Prompts | Not Applicable | Self Service Portals for CSM is not an authoring tool. |
| 504.4 Templates | Not Applicable | Self Service Portals for CSM is not an authoring tool. |

Chapter 6: Support Documentation and Services

| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------------------------|---|
| 601.1 Scope | Heading cell – no response required | Heading cell – no response required |
| 602 Support Documentation | Heading cell – no response required | Heading cell – no response required |
| (00.0 A coordibility and | Not Applicable | This report covers accessibility conformance for Self Service Portals for CSM and does not address Support Documentation or Support Services. |
| 602.2 Accessibility and Compatibility Features | | For Product Documentation accessibility conformance, see the Product Documentation site ACR on the Accessibility Conformance Reports page of the Product Documentation site. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------------------------|--|
| 602.3 Electronic Support Documentation | See WCAG 2.x section | See information in <u>WCAG 2.x</u> section. |
| 602.4 Alternate Formats for Non-Electronic Support Documentation | Not Applicable | This report covers accessibility conformance for Self Service Portals for CSM only and does not address Support Documentation or Support Services. |
| 603 Support Services | Heading cell – no response required | Heading cell – no response required |
| 603.2 Information on Accessibility and Compatibility Features | Not Applicable | This report covers accessibility conformance for Self Service Portals for CSM only and does not address Support Documentation or Support Services. |
| 603.3 Accommodation of Communication Needs | Not Applicable | This report covers accessibility conformance for Self Service Portals for CSM only and does not address Support Documentation or Support Services. |



EN 301 549 Report

Notes:

Chapter 4: Functional Performance Statements (FPS)

| Criteria | Conformance Level | Remarks and Explanations |
|---|--------------------|--|
| 4.2.1 Usage without vision | Partially Supports | With some minor exceptions noted above, Self Service Portals for CSM is functional to screen reading technology. |
| 4.2.2 Usage with limited vision | Supports | Self Service Portals for CSM supports text and screen enlargement. |
| 4.2.3 Usage without perception of color | Supports | There is nothing within Self Service Portals for CSM where color alone is being used to convey information. |
| 4.2.4 Usage without hearing | Supports | There is nothing within Self Service Portals for CSM that explicitly requires hearing. |
| 4.2.5 Usage with limited hearing | Supports | There is nothing within Self Service Portals for CSM that explicitly requires hearing. |
| 4.2.6 Usage with no or limited vocal capability | Supports | There is nothing within Self Service Portals for CSM that explicitly requires speech. |
| 4.2.7 Usage with limited manipulation or strength | Partially Supports | There is some functionality within Self Service Portals for CSM that cannot be manipulated via the keyboard. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|--|
| 4.2.8 Usage with limited reach | Supports | Features and functions within Self Service Portals for CSM can be manipulated via the keyboard. |
| 4.2.9 Minimize photosensitive seizure triggers | Supports | There is nothing within Self Service Portals for CSM that would act as a photosensitive seizure trigger. |
| 4.2.10 Usage with limited cognition, language, or learning | Supports | Self Service Portals for CSM uses standard terms, which are understandable by users with limited language, cognitive, or learning abilities. |
| 4.2.11 Privacy | Supports | Self Service Portals for CSM has systems in place to protect the privacy of individual users. |

Chapter 5: Generic Requirements

Notes: Not Applicable – There is no closed functionality in Self Service Portals for CSM.

Chapter 6: ICT with Two-Way Voice Communication

Notes: Not Applicable

Chapter 7: ICT with Video Capabilities

Notes: Not Applicable

Chapter 8: <u>Hardware</u>

Notes: Not Applicable



Chapter 9: Web (See WCAG 2.x section)

Notes:

Chapter 10: Non-Web Software

Notes: Not Applicable

Chapter 11: Software

| Criteria | Conformance Level | Remarks and Explanations |
|---|--|--|
| 11.0 General (informative) | Heading cell – no response required | Heading cell – no response required |
| 11.1.1.1 through 11.4.1.3 | See WCAG 2.x section | See information in <u>WCAG 2.x</u> section. |
| 11.5 Interoperability with assistive technology | Heading cell – no response required | Heading cell – no response required |
| 11.5.1 Closed functionality | Heading cell – no response required | Heading cell – no response required |
| 11.5.2 Accessibility services | Heading cell – no response required | Heading cell – no response required |
| 11.5.2.1 Platform accessibility service support for software that provides a user interface | See 11.5.2.5 through 11.5.2.17 | See information in 11.5.2.5 through 11.5.2.17. |
| 11.5.2.2 Platform accessibility service support for assistive technologies | See 11.5.2.5 through 11.5.2.17 | See information in 11.5.2.5 through 11.5.2.17. |
| 11.5.2.3 Use of accessibility services | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------|--|
| 11.5.2.4 Assistive technology | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.5 Object information | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.6 Row, column, and headers | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.7 Values | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.8 Label relationships | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.9 Parent-child relationships | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.10 Text | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.11 List of available actions | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.12 Execution of available actions | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.13 Tracking of focus and selection attributes | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |



| Criteria | Conformance Level | Remarks and Explanations |
|--|-------------------------------------|--|
| 11.5.2.14 Modification of focus and selection attributes | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.15 Change notification | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.16 Modifications of states and properties | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.5.2.17 Modifications of values and text | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.6 Documented accessibility usage | Heading cell – no response required | Heading cell – no response required |
| 11.6.1 User control of accessibility features | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.6.2 No disruption of accessibility features | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.7 User preferences | Not Applicable | Self Service Portals for CSM is a web-based application that relies on user-agent functionality. |
| 11.8 Authoring tools | Heading cell – no response required | Heading cell – no response required |
| 11.8.1 Content technology | Heading cell – no response required | Heading cell – no response required |
| 11.8.2 Accessible content creation | Not Applicable | See information in <u>WCAG 2.x</u> section. |



| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------|--|
| 11.8.3 Preservation of accessibility information in transformations | Not Applicable | Self Service Portals for CSM is not an authoring tool. |
| 11.8.4 Repair assistance | Not Applicable | Self Service Portals for CSM is not an authoring tool. |
| 11.8.5 Templates | Not Applicable | Self Service Portals for CSM is not an authoring tool. |

Chapter 12: <u>Documentation and Support Services</u>

| Criteria | Conformance Level | Remarks and Explanations |
|---|-------------------------------------|--|
| 12.1 Product documentation | Heading cell – no response required | Heading cell – no response required |
| 12.1.1 Accessibility and compatibility features | Not Applicable | This report covers accessibility conformance for Self Service Portals for CSM only and does not address Documentation or Support Services. |
| | | For Product Documentation accessibility conformance, see the Product Documentation site ACR on the <u>Accessibility</u> <u>Conformance Reports</u> page of the Product Documentation site. |
| 12.1.2 Accessible documentation | See WCAG 2.x section | See information in <u>WCAG 2.x</u> section. |
| 12.2 Support Services | Heading cell – no response required | Heading cell – no response required |



| Criteria | Conformance Level | Remarks and Explanations |
|--|----------------------|--|
| 12.2.2 Information on accessibility and compatibility features | Not Applicable | This report covers accessibility conformance for Self Service Portals for CSM only and does not address Documentation or Support Services. |
| 12.2.3 Effective communication | Not Applicable | This report covers accessibility conformance for Self Service Portals for CSM only and does not address Documentation or Support Services. |
| 12.2.4 Accessible documentation | See WCAG 2.x section | See information in WCAG 2.x section. |

Chapter 13: <u>ICT Providing Relay or Emergency Service</u> <u>Access</u>

Notes: Not Applicable



Legal Disclaimer (Company)

© 2024 ServiceNow, Inc. All rights reserved. The information contained in this document represents the current view of ServiceNow on the issues discussed as of the date of publication. ServiceNow regularly updates its documents and/or websites with newer information about the accessibility of products as that information becomes available. This document is not the Web Content Accessibility Guidelines (WCAG) and should not be used as a substitute for it. Excerpts of WCAG are referenced solely for purposes of detailing ServiceNow's conformance with the relevant provisions. Any modification or customization to the subject product may render some or all of this accessibility conformance report to become inapplicable. The contents of this document are provided "as is" and for informational purposes only.

Company Headquarters

2225 Lawson Lane Santa Clara, CA 95054 United States (408) 501-8550