

INSTRUCTIONS

Overview:

As an accountability lead for a **SITE** or one or more **LIBRARIES** within a site, you are being asked to perform a quick “triage” to determine what remediation is needed and whether you need IT assistance to do it.

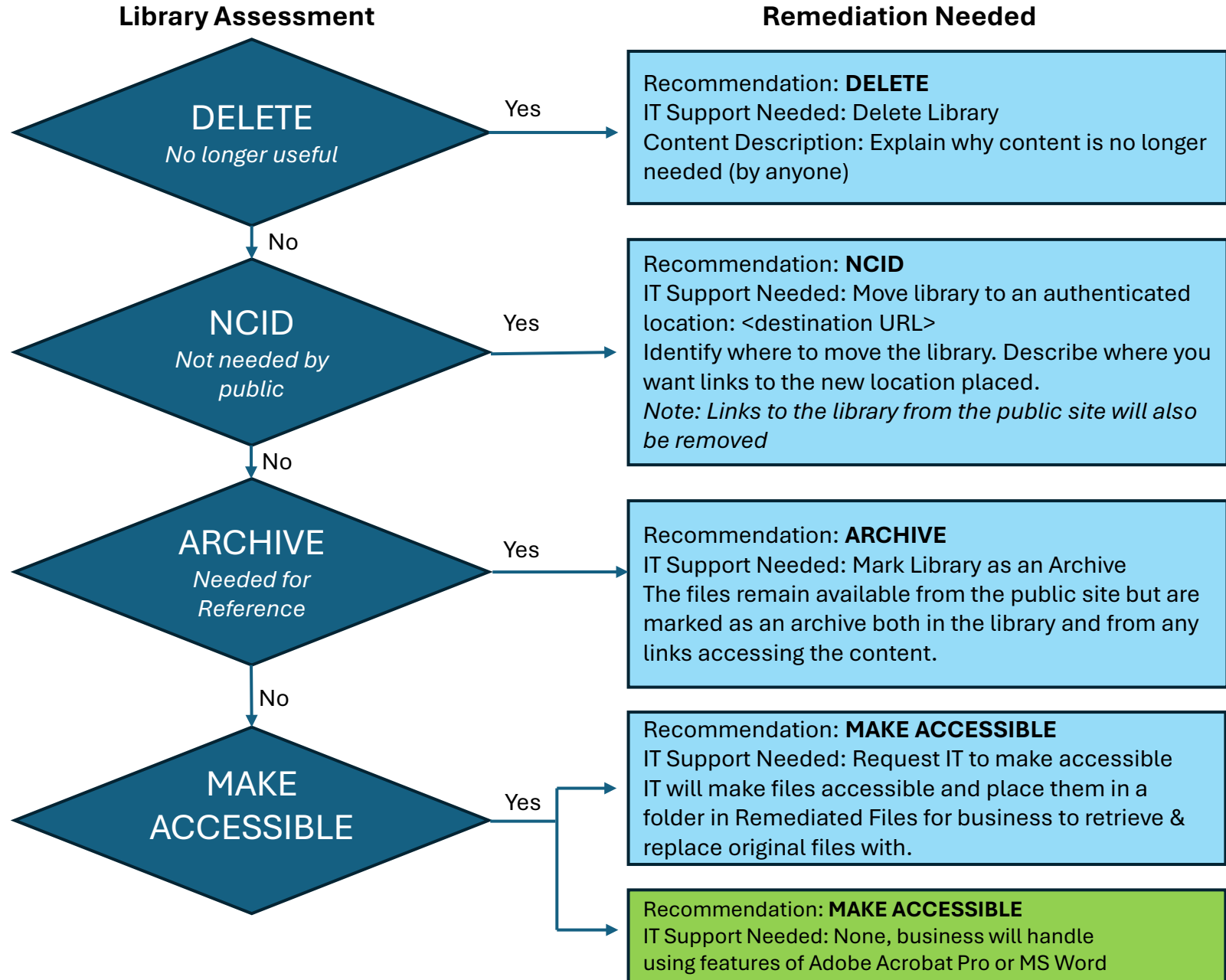
The [PublicSites](#) list is a reference list of ALL the public sites NCDOT is responsible for and the libraries within each.

Please go through this triage process for each library within each site that you are responsible for, filling in the blue columns in the associated spreadsheet in [this library](#). Identify any “Key” content. *Filling out the spreadsheets helps us track that ALL public content is addressed.*

Once you finish filling in the spreadsheet with recommendations for your libraries, put in an [Accessibility support request](#) to handle the processing for those libraries. (One request can cover all your libraries in one site.)

Note: Accessibility support requests should only be made for sites/libraries, not for individual PDF files or web pages.

TRIAGE PROCEDURE FOR EXISTING CONTENT



EXAMPLE WORKFLOW

If you are the Compliance accountability lead for Alternative Delivery & you decide that the **Design Build Program** library in the connect.ncdot.gov/letting site needs to be archived...

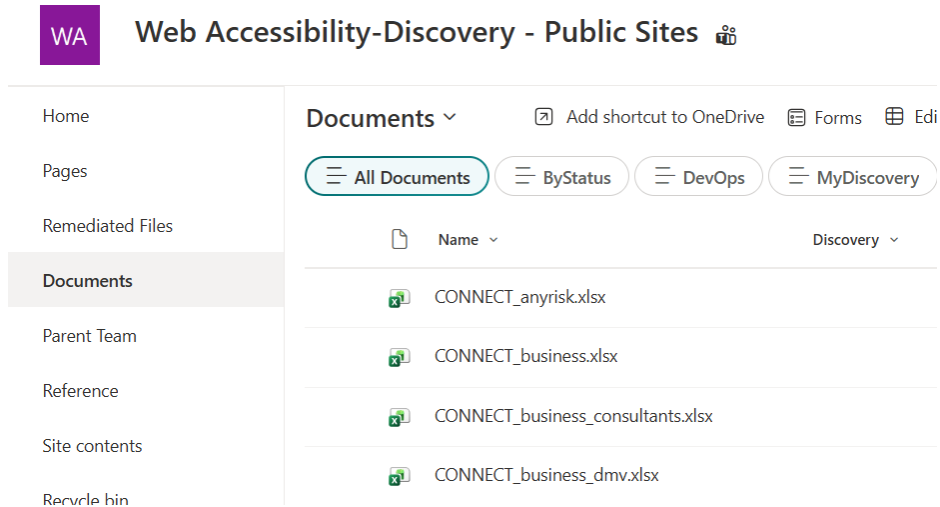
- 1) Go to the [Public Sites library](#) and scroll to the CONNECT_Letting spreadsheet
- 2) Open the CONNECT_Letting spreadsheet and fill in the blue shaded cells for the library he need help with, requesting it be archived. If any libraries or individual files are considered “KEY”, add that information into the Content Description column.

3) Fill in the info for any other libraries in this site owned by your same unit

4) Use the [Digital Accessibility Support Request](#) form to request support for all the libraries in CONNECT_Letting for which you are the Compliance Accountability Lead, providing just the site URL. Note that the URLs provided should be for a site or library – not for a web page. *An email is returned saying your request id is 123.*

5) Enter the request id in the cell labelled Request ID

6) IT will perform the requested services and let you know when they are completed.



A	B	C	D	E	F	G	H	I	J	K
Library Title	URL	Last Modified	Content Cou	Compliance Acc	Business Owner	Content Description	Recommendation	IT Support Needed	Request ID	Status Detail
Site Contents	https://connect.ncdot.gov/letting/layouts/15/viewlists.aspx									
Design Build Program	https://connect.ncdot.gov/letting/Design Build Program/Forms/AllItems.aspx	3/4/2026, 6:28:23 PM	3383	John Doe	Tim McFadden	Archive of Alt Delivery Project Documentation	ARCHIVE	Mark as an archive	123	