NEW YORK STATE OF OPPORTUNITY. | **Office of Information Technology Services**

State Capitol P.O. Box 2062
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www.its.ny.gov

New York State Information Technology Policy	**No:** NYS-S05-001
IT Policy Name: **New York State Universal Web Navigation**	**Updated:** 9/23/2015
	Issued By: NYS ITS **Policy Owner:** WebNY

1.0   Purpose and Benefits of the Policy

The purpose of this mandatory technology policy is to define a Universal Navigation to be used for all New York State government entities' public web sites and web applications.

2.0   Enterprise IT Policy Statement

Details regarding the authority to establish enterprise IT policies can be found in NYS ITS Policy NYS-P08-002, "Authority to Establish State Enterprise Information Technology (IT) Policy, Standards and Guidelines."

Details regarding the criteria for establishing enterprise IT policies can be found in NYS-P09-002, "Process for Establishing Enterprise Information Technology Standards."

Except for terms defined in this policy, all terms shall have the meanings found in http://www.its.ny.gov/glossary.

3.0   Scope of the Policy

This policy applies to all State government entities, as defined in NYS Executive Order No. 117. While compliance with this policy is mandatory for all State government entities, the products identified herein are available to all authorities, commissions, separately elected officials and the Legislature. In addition, the counties of New York State, as well as other

local governmental entities, are eligible to participate in the enterprise license agreement referenced herein.

4.0 Policy Statement

The New York State Universal Navigation is part of the planned progress toward creating exceptional digital experiences for citizens, businesses, and visitors. The navigation connects all web sites to www.ny.gov both visually and interactively, enabling users to easily navigate to government services from anywhere across the "NYS Web".

The Universal Navigation consists of header and footer navigation menus for use on NYS government entity public web sites. The Universal Navigation elements are to be placed on all NYS government entities' public web sites and web applications as defined below.

4.1 New York State Universal Navigation

The official embeddable code of the Universal Navigation and implementation instructions are found on the New York State GitHub account in the "Universal Navigation" repository, located at: http://on.ny.gov/universal-navigation.

To accommodate web sites with requirements that limit the standard functionality of the Universal Navigation, multiple versions may be included in the repository. Be sure to use the appropriate version for your site or application, following the instructions specific to that version. Guidelines or instructions included in the repository should be considered an extension of this policy.

To aid in implementation, the repository also contains guidance, frequently asked questions, demo versions, and other resources.

4.2 Universal Navigation Size

The NYS Universal Navigation is designed to take up the entire width of the webpage. Unless a specific exclusion is made based on a written request, the Universal Navigation should extend to the full width, with no space between the respective elements and the corresponding edges of the browser or application window. The elements use responsive design techniques to appropriately scale for different devices, including desktop computers, tablets and mobile phones (providing the site or application was also designed in a responsive manner).

4.3 Universal Navigation Color

The NYS Universal Navigation is designed to blend with NYS sites and applications; hence colors of the Universal Navigation are not to be adjusted. Colors on existing web sites may require adjustments to best accommodate the Universal Navigation.

4.4   Placement of the New York State Universal Navigation

The NYS Universal Navigation must appear at the top of every page on the State government entity's public web sites and web applications. Nothing should appear above the Universal Navigation in the browser or application window. No additional edits should be made to alter the appearance of the Universal Navigation, including additional links. No elements of the native web page or application should overlap the container element of the Universal Navigation.

4.5   Intranet and Non-Public Facing Sites or Applications

Intranet web sites, extranets, and other non-public facing sites or applications may include the NYS Universal Navigation if inclusion enhances the user experience, but are not required to do so.

4.6   Functionality and Updates to the Universal Navigation

Functionality of the Universal Navigation should be tested in a development environment before deploying. If problems exist when implementing the standard version, check for additional authorized versions in the repository that can be used until problems are resolved.

Updates to the NYS Universal Navigation happen periodically. In general, a testing period will precede official deployment of updates. Test the updates in development environments and document problems or concerns in the repository issue tracking at: http://on.ny.gov/universal-navigation-issues.

Use the same location for tracking updates, feature requests, and reporting issues.

4.7   Including Accessibility Features

The Universal Navigation is designed to work with various accessibility requirements. Commonly a "skip to content" or "skip to navigation" link is used at the top of a webpage to accommodate visitors utilizing screen readers, or with limited motor abilities, as a way to skip to the main menu or content area, making navigation easier.

When possible, a "skip to content" link should:

1. Remain hidden from normal view until engaged; ensuring no space is between the Universal Navigation header element and the top of the web page or application.

2. Act as the initial link for screen readers.

3. Appear when common accessibility practices are engaged.

5.0   Policy Compliance

State government entities must be in compliance with this policy as follows:

All public web site pages, including home page and content – by November 24, 2014

All public web applications, including home page and login screens – by December 15, 2014

6.0 Definitions of Key Terms

A complete listing of defined terms for NYS Information Technology Policies, Standards, and Best Practice Guidelines is available in the "NYS Information Technology Policies, Standards, and Best Practice Guidelines Glossary" at: http://its.ny.gov/glossary.

7.0 Contact Information

Submit all inquiries & requests for future enhancements regarding this policy to:

Attention: WebNY Platform Group
New York State Office of Information Technology Services
State Capitol, ESP, P.O. Box 2062
Albany, NY 12220

Questions may also be directed to your ITS Customer Relations Manager at: Customer.Relations@its.ny.gov

Date	Description of Change
08/22/2005	Original Policy Issued.
10/6/2009	Reformatted and updated to reflect current CIO, agency name, logo and style.
12/22/2010	Revised to incorporate new banner features.
09/12/2012	Reformatted and updated to reflect current CIO, agency name, logo and style.
11/14/2012	Updated URLs
6/10/2015	Revised to incorporate new Universal Navigation implementation and instructions. Reformatted and updated to reflect current logo and style.

8.0   Revision Schedule and Review History

9.0   Related Information

New York State GitHub Repository for the Universal Navigation: http://on.ny.gov/universal-navigation

The State of New York Enterprise IT Policies may be found at the following web site: http://on.ny.gov/ITS-Policies