



# VIRGINIA

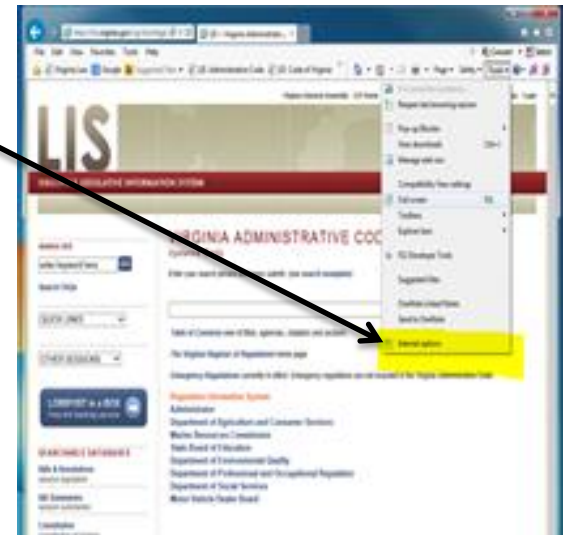
## REGISTER OF REGULATIONS

### Instructions for Setting Internet Explorer Options

The Regulation Information System (RIS) requires Internet Explorer (IE). If your IE has been updated, or in some other manner adjusted per an agency-wide or system-wide "build," certain options may have been changed in a manner so that IE can't communicate with RIS. These instructions will help you to reset those options (or set them initially if you are a new user of RIS) so that you can access RIS and save the changes to the text you have edited in RIS.

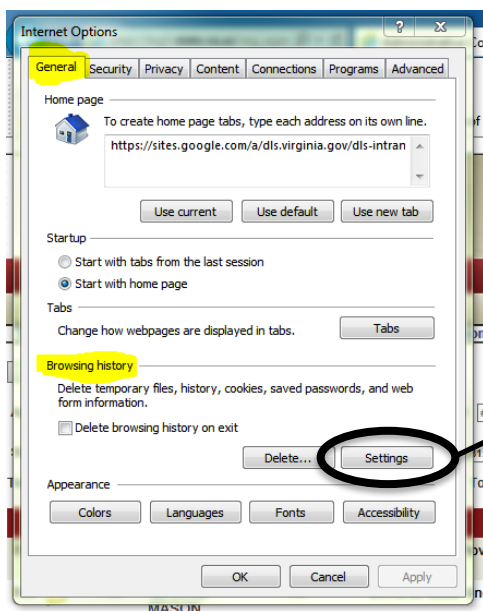
**Warning: Internet Explorer is the only browser that RIS supports.**

All of the settings to be adjusted are accessed through **Tools>Internet options**. In the IE toolbar, click on **Tools** (either place on the IE toolbar). Select **Internet options** (at bottom of the **Tools** menu) to open the **Internet Options** dialogue box.



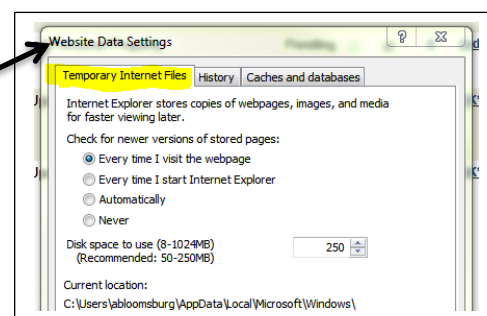
#### A. INTERNET OPTIONS - GENERAL TAB

Select the **General** tab (if it's not already selected). Under the heading **Browsing history** click the **Settings** button to open the **Website Data Settings** box.



Select the **Temporary Internet Files** tab (if it's not already selected).

Under **Check for newer versions of stored pages**, select by marking with a dot the first option on the list, **Every time I visit the webpage**.



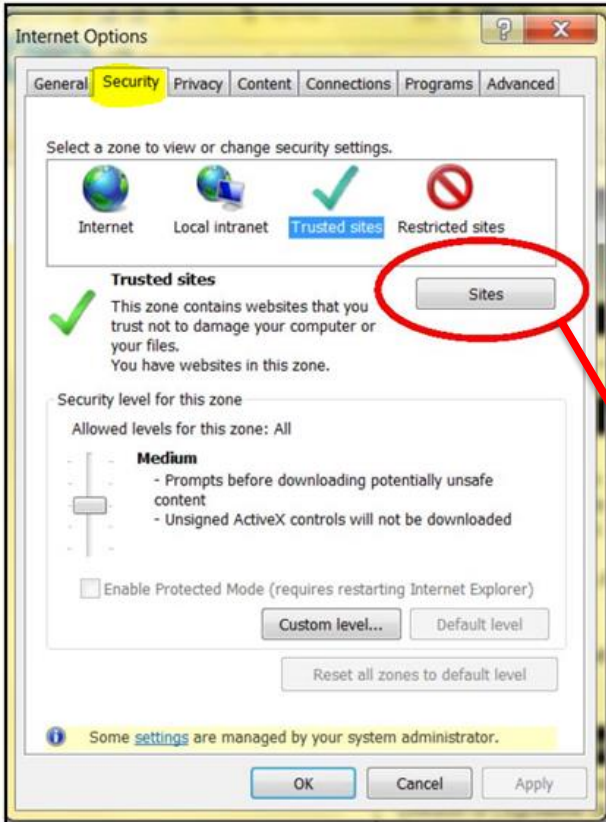
Click **OK** to exit **Website Data Settings** box and return to **Internet Options** box.

## B. INTERNET OPTIONS - SECURITY TAB

Still in the **Internet Options** box, click on the **Security** tab and select the **Trusted sites** (the green checkmark) zone. (If it's not already selected, click on the **Trusted sites** zone to highlight it.)

**Warning:** Be sure you are in the **Trusted sites** zone. The other zones (**Internet** and **Local intranet**) have similar settings options.

1



**Step 1:** Click on the **Sites** button to open the **Trusted sites** dialogue box.

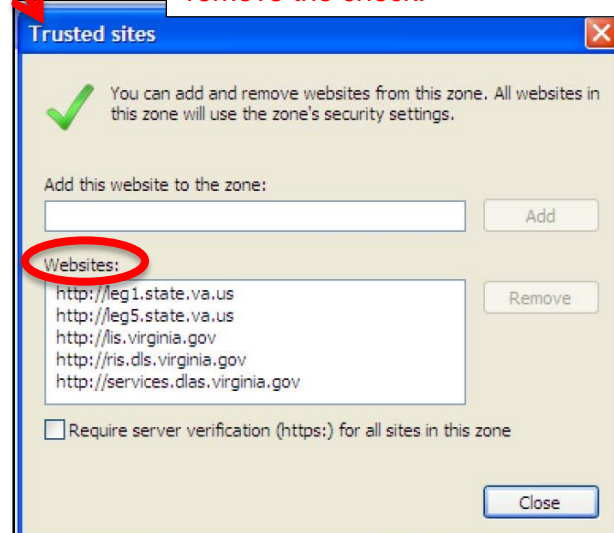
The following websites must appear in the **Websites** box:

<http://leg1.state.va.us>  
<http://leg5.state.va.us>  
<http://lis.virginia.gov>  
<http://ris.dls.virginia.gov>  
<http://services.dlas.virginia.gov>

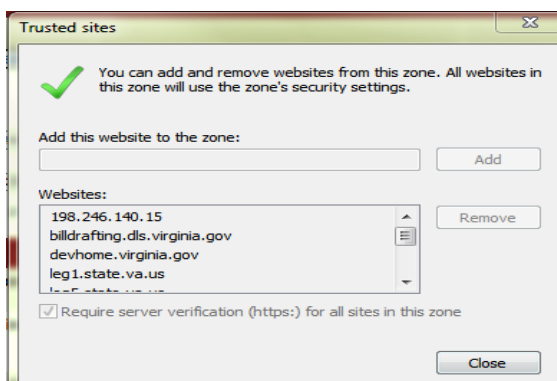
Missing websites must be added to the list in the **Websites** box using the following steps:

Type the address into **Add this website to the zone**. Click the **Add** button.

**Warning:** Make sure the box for **Require server verification (https:)** for all sites in this zone is blank. If necessary, remove the check.



**Warning:** If **Trusted sites** is not available (grayed out like in the example below), you will have to contact your system administrator.



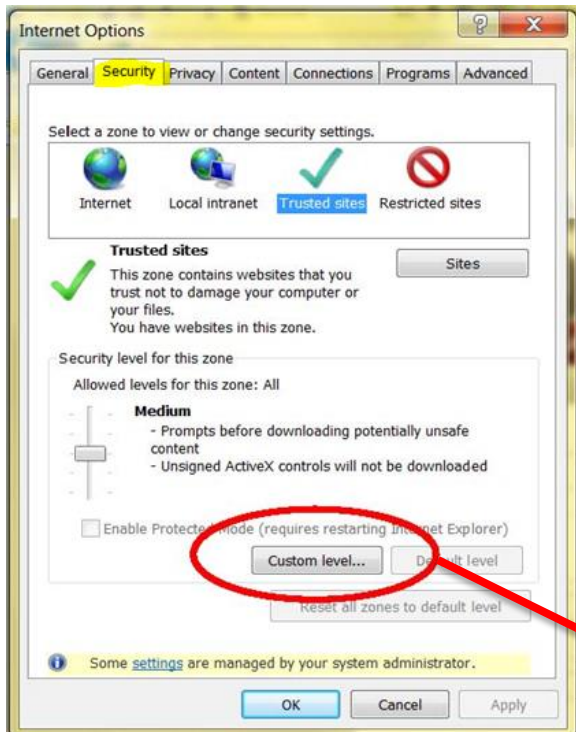
Click **Close** to exit the **Trusted sites** box.

Leave the **Internet Options** box open, **Security** tab activated, **Trusted sites** zone highlighted for Step 2.

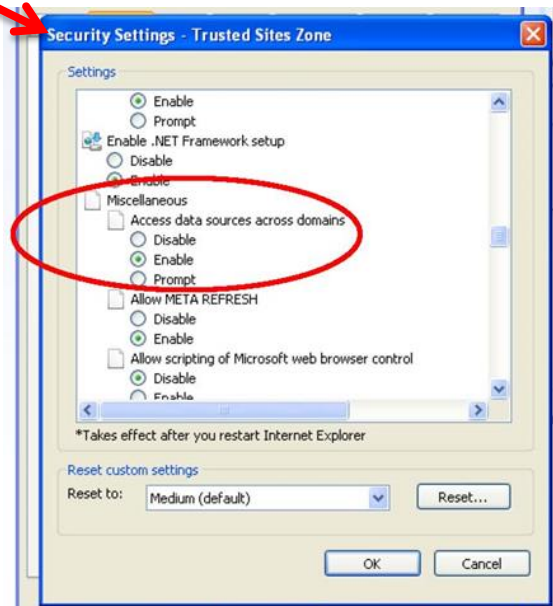
**Step 2:**

Click the **Custom level** button to open the **Security Settings - Trusted Sites Zone** dialogue box.

2



Scroll down to **Miscellaneous**.  
Find **Access data sources across domains**.  
Select by marking with a dot the option, **Enable**.



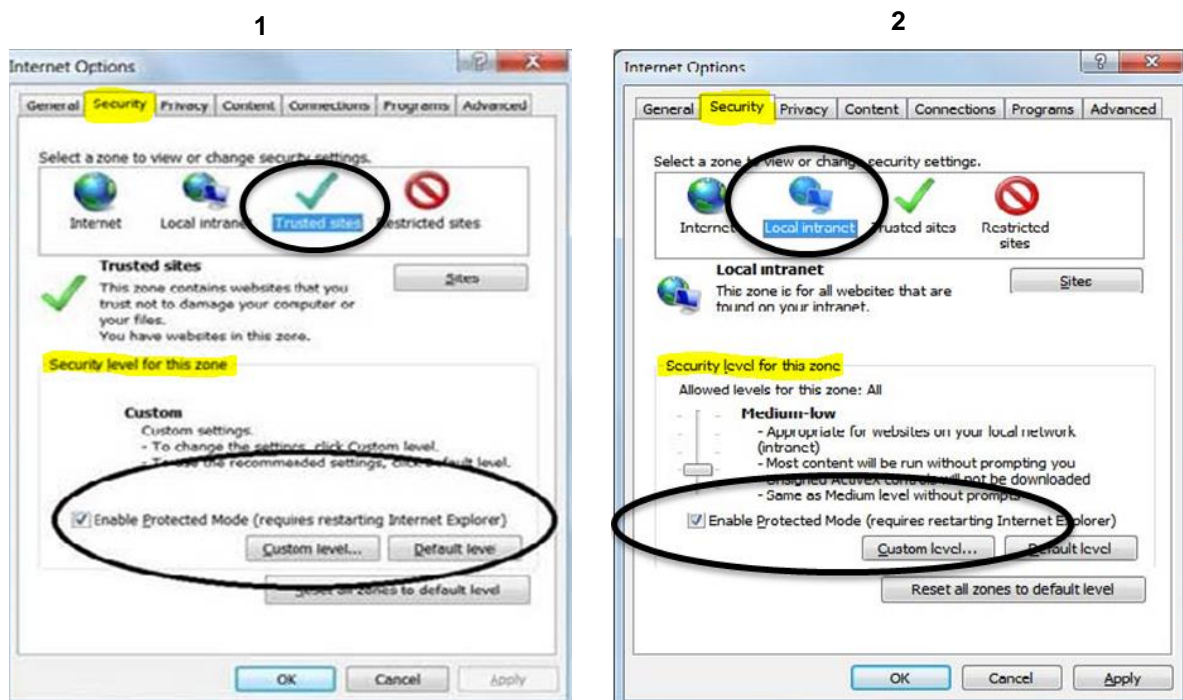
Click **OK** and close out of **Security Settings - Trusted Sites Zone** dialogue box.

Leave the **Internet Options** box open, **Security** tab activated, **Trusted sites** zone highlighted for the next set of adjustments to the **Enable Protected Mode** checkboxes.

## C. INTERNET OPTIONS - ENABLE PROTECTED MODE SETTINGS

Change the **Enable Protected Mode** checkboxes in two places on the **Security** tab:

|  |  |
|--|--|
| <p><b>Step 1:</b> Make sure <b>Trusted sites</b> is the selected zone.</p> <p>In the area labeled <b>Security level for this zone</b>, find the checkbox to set the control for the <b>Enable Protected Mode</b>.</p> <p>If that checkbox is unchecked, check it.<br/>If it is checked, uncheck it, then recheck it.</p> <p>Click <b>Apply</b> and move to Step 2.</p> | <p><b>Step 2:</b> Click <b>Local intranet</b> to select it as the highlighted zone.</p> <p>In the area labeled <b>Security level for this zone</b>, find the checkbox to set the control for the <b>Enable Protected Mode</b>.</p> <p>If that checkbox is unchecked, check it.<br/>If it is checked, uncheck it, then recheck it.</p> <p>Click <b>Apply</b>.</p> |
|--|--|



Click OK and close out of the **Internet Options** dialogue box

### Step 3: IMPERATIVE FOR SUCCESS

Both of these separate **Enable Protected Mode** checkboxes must be checked.

Close Internet Explorer.

Open a fresh Internet Explorer session and login to RIS.

[Click here to login to RIS.](#)

If complications, problems, or questions persist, contact:

Anne Bloomsburg via email [abloomsburg@dls.virginia.gov](mailto:abloomsburg@dls.virginia.gov) or telephone 804-786-3591 X259, or

Karen Perrine via email [kperrine@dls.virginia.gov](mailto:kperrine@dls.virginia.gov) or telephone 804-786-3591 X261.

Help is also available on the [Register website](#), specifically: [RIS Frequently Asked Questions](#), and from the DLAS Help Desk via email [helpdesk@dls.virginia.gov](mailto:helpdesk@dls.virginia.gov) or telephone 804-786-9631.