



VIRGINIA

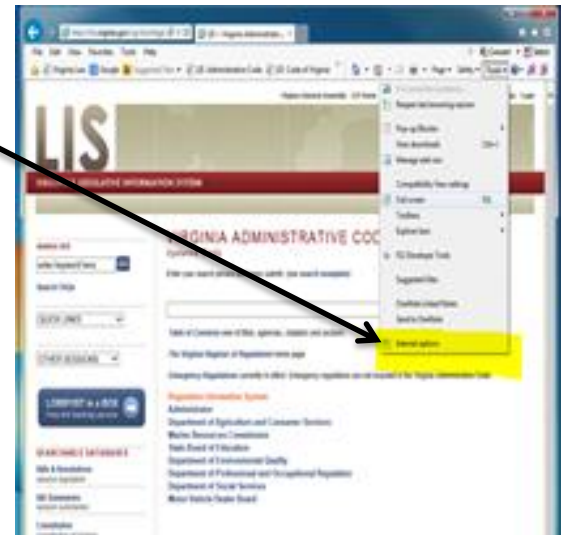
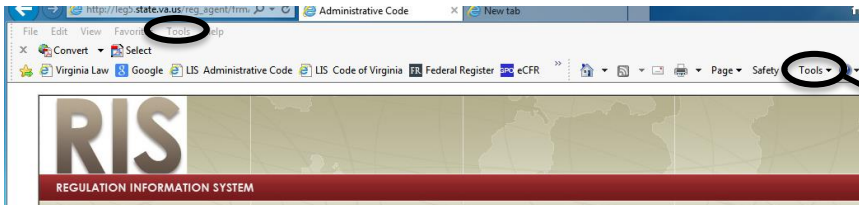
REGISTER OF REGULATIONS

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.

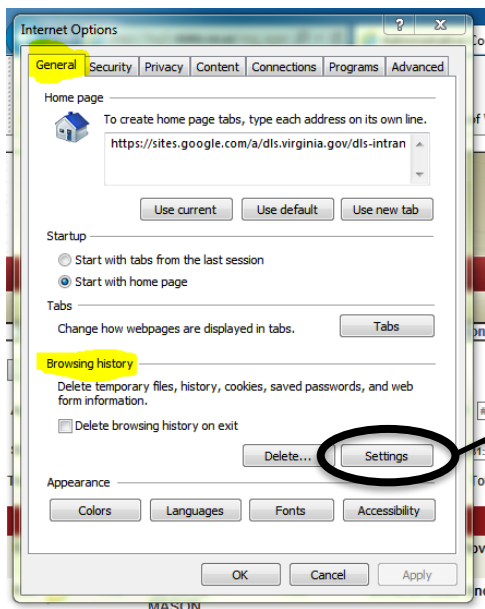
Warning: Internet Explorer is the only browser that RIS supports.

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.



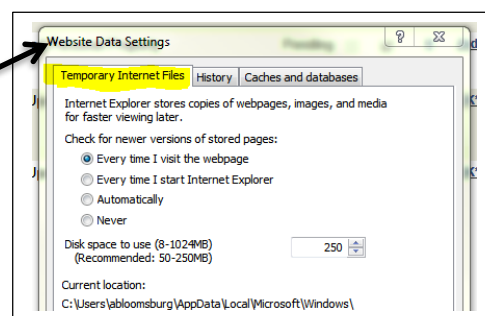
A. INTERNET OPTIONS - GENERAL TAB

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**.



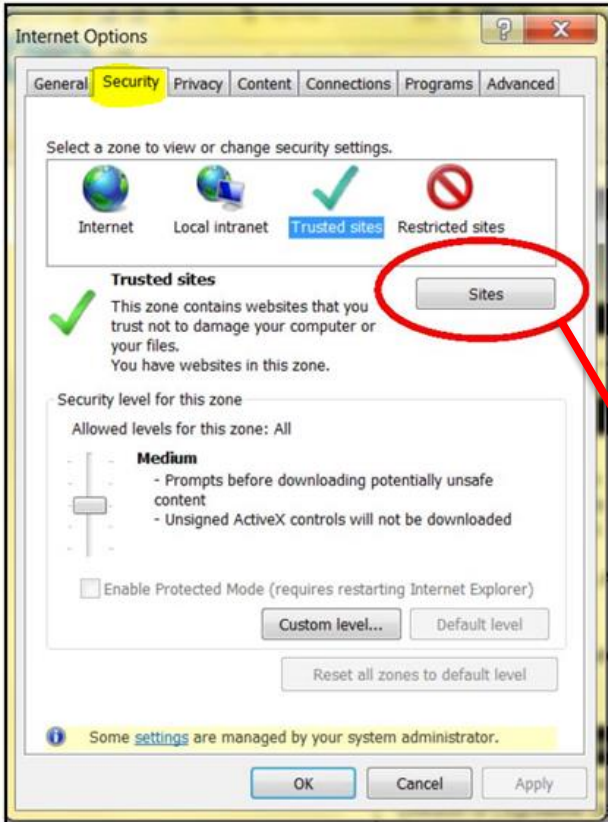
Click **OK** to exit **Website Data Settings** box and return to **Internet Options** box.

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.

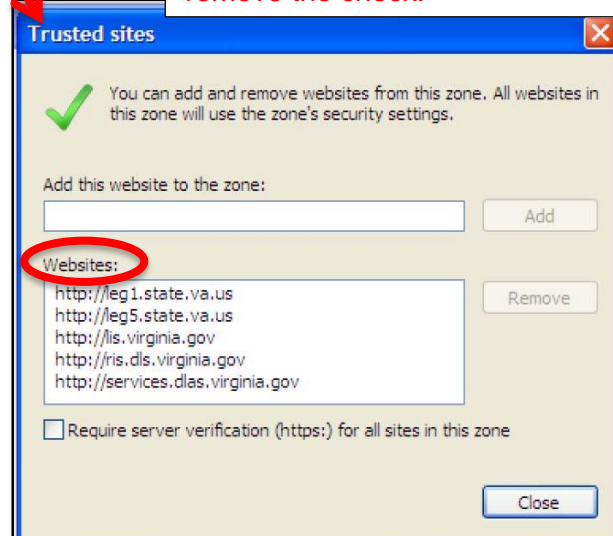
The following websites must appear in the **Websites** box:

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

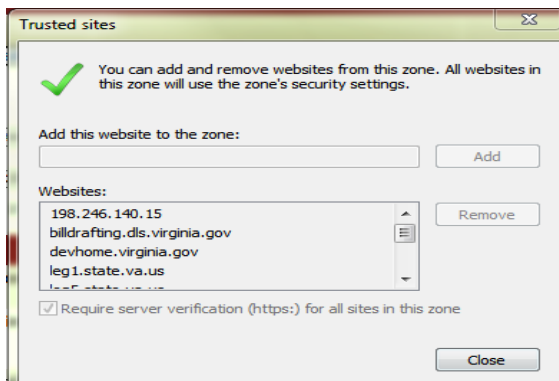
Missing websites must be added to the list in the **Websites** box using the following steps:

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.



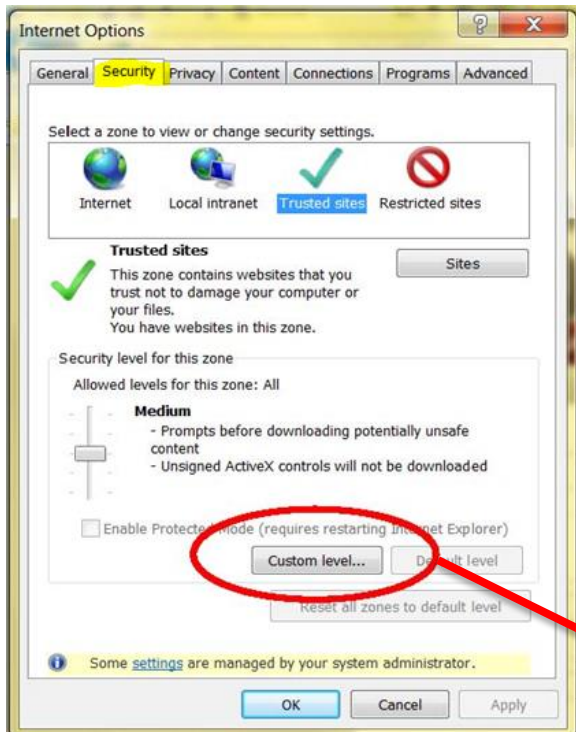
Click **Close** to exit the **Trusted sites** box.

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

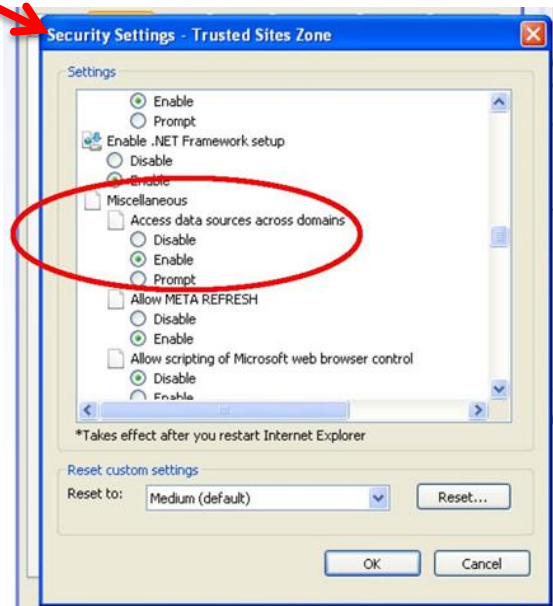
Step 2:

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**.



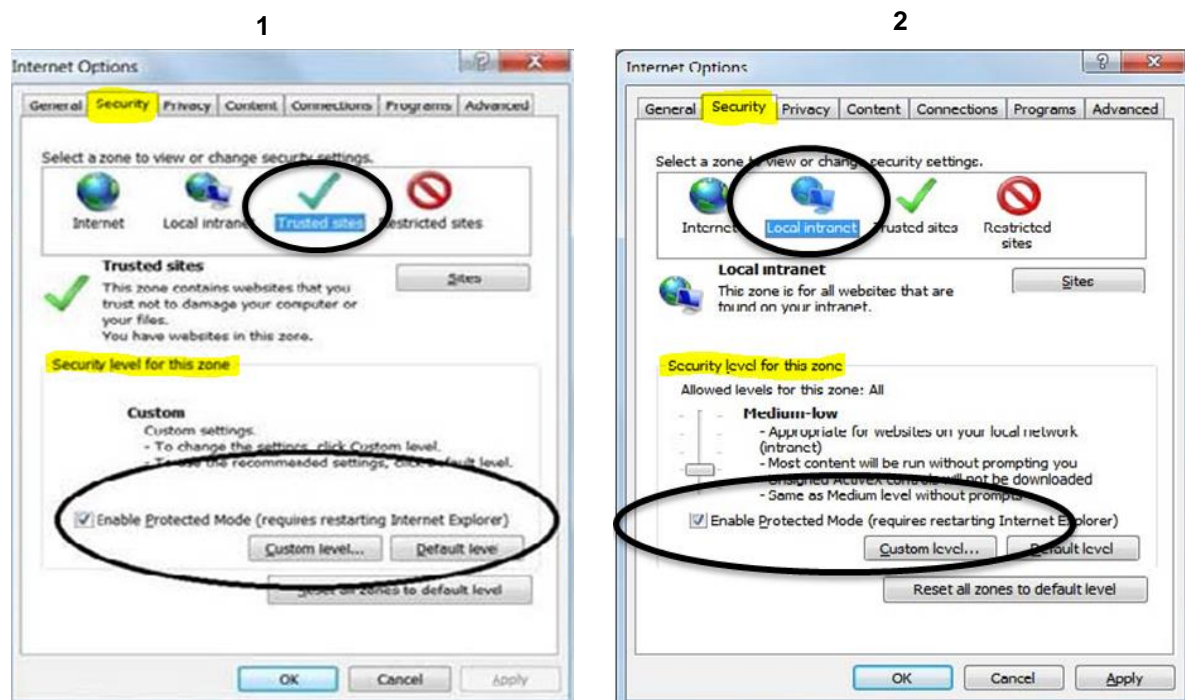
Click **OK** and close out of **Security Settings - Trusted Sites Zone** dialogue box.

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>Step 1: Make sure Trusted sites is the selected zone.</p> <p>In the area labeled Security level for this zone, find the checkbox to set the control for the Enable Protected Mode.</p> <p>If that checkbox is unchecked, check it. If it is checked, uncheck it, then recheck it.</p> <p>Click Apply and move to Step 2.</p>	<p>Step 2: Click Local intranet to select it as the highlighted zone.</p> <p>In the area labeled Security level for this zone, find the checkbox to set the control for the Enable Protected Mode.</p> <p>If that checkbox is unchecked, check it. If it is checked, uncheck it, then recheck it.</p> <p>Click Apply.</p>
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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 or telephone 804-698-1884, or

Alexandra Stewart via email astewart@dls.virginia.gov or telephone 804-698-1885.

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.