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.

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://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.
Repeat this process for each missing web address.

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

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.

- 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:

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

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:
Nikki Clemons via email nclemons@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@dlas.virginia.gov.