# 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**.
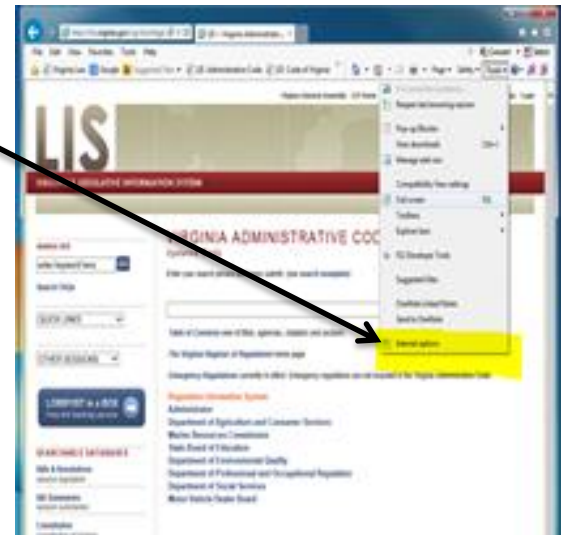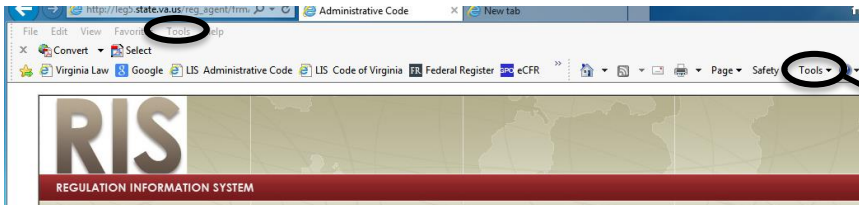
A. INTERNET OPTIONS - GENERAL TAB
Select the **General** tab (if it's not already selected).
Under the heading **Browsing History** click the **Settings** button to open the **Website Data Settings** box.
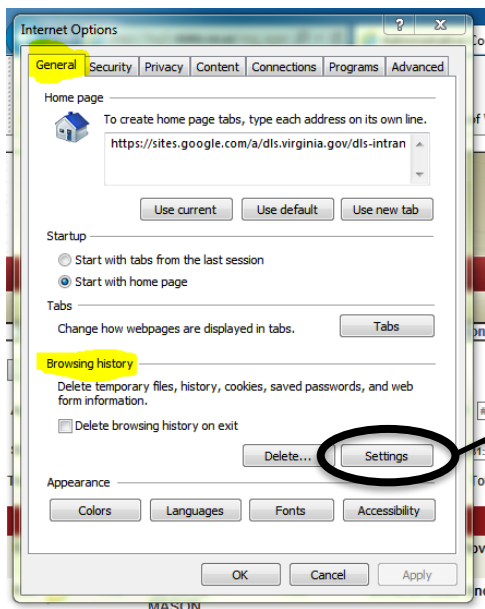
Select the **Temporary Internet Files** tab (if it's not already selected).
Under **Check for newer versions of stored pages**, select by marking with a dot the first option on the list, **Every time I visit the webpage**.
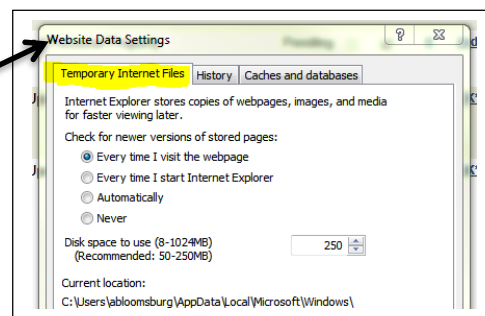
Click **OK** to exit **Website Data Settings** box and return to **Internet Options** box.

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.

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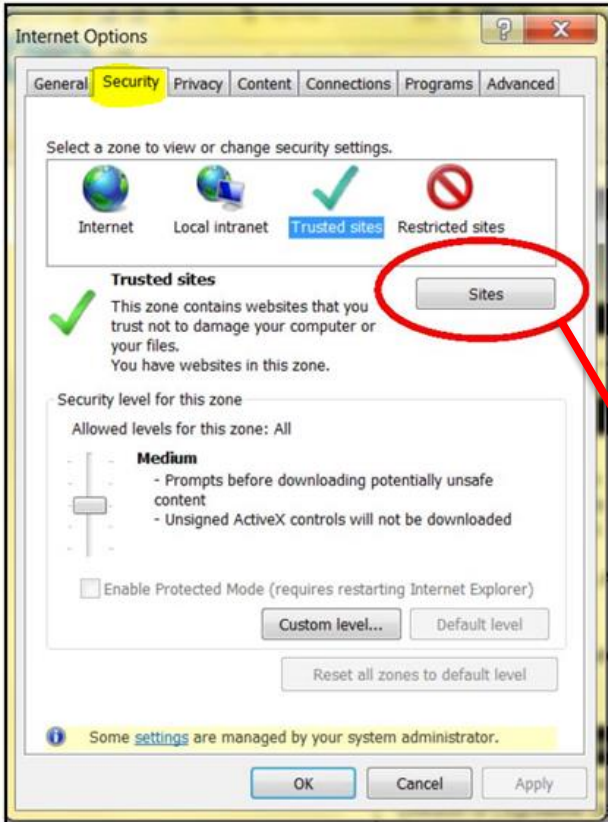
**Step 1:** Click on the **Sites** button to open the **Trusted sites** dialogue box.

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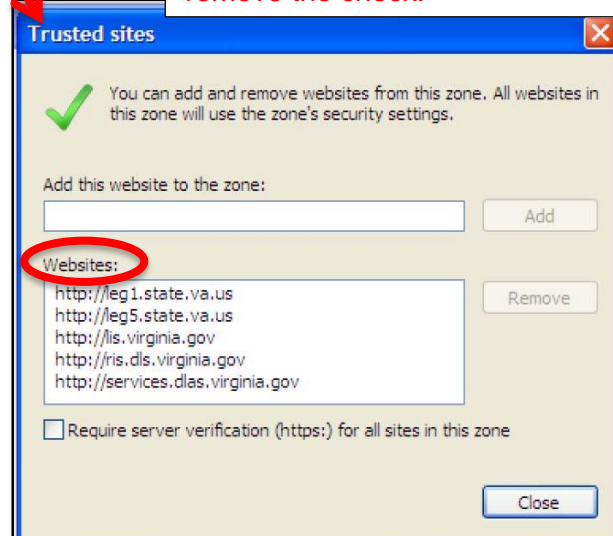
Warning:
If **Trusted sites** is not available (grayed out like in the example below), you will have to contact your system administrator.
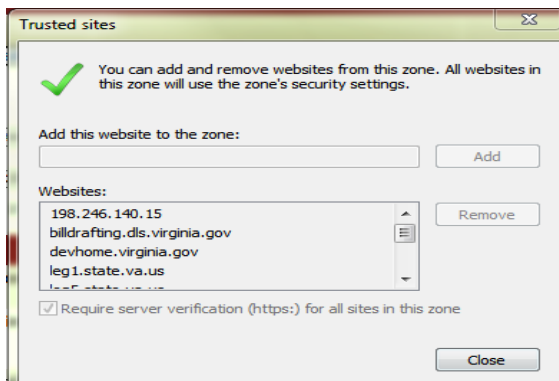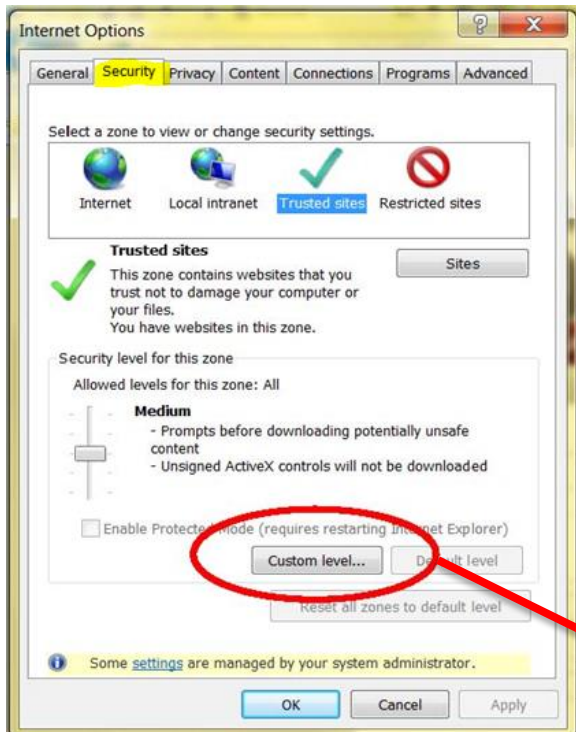

Click **Close** to exit the **Trusted sites** box.

Leave the **Internet Options** box open, **Security** tab activated, **Trusted sites** zone highlighted for Step 2.
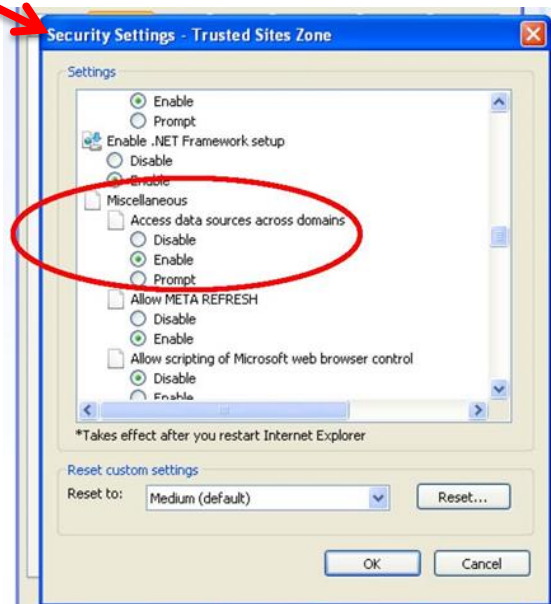
Step 2:
Click the **Custom level** button to open the **Security Settings - Trusted Sites Zone** dialogue box.

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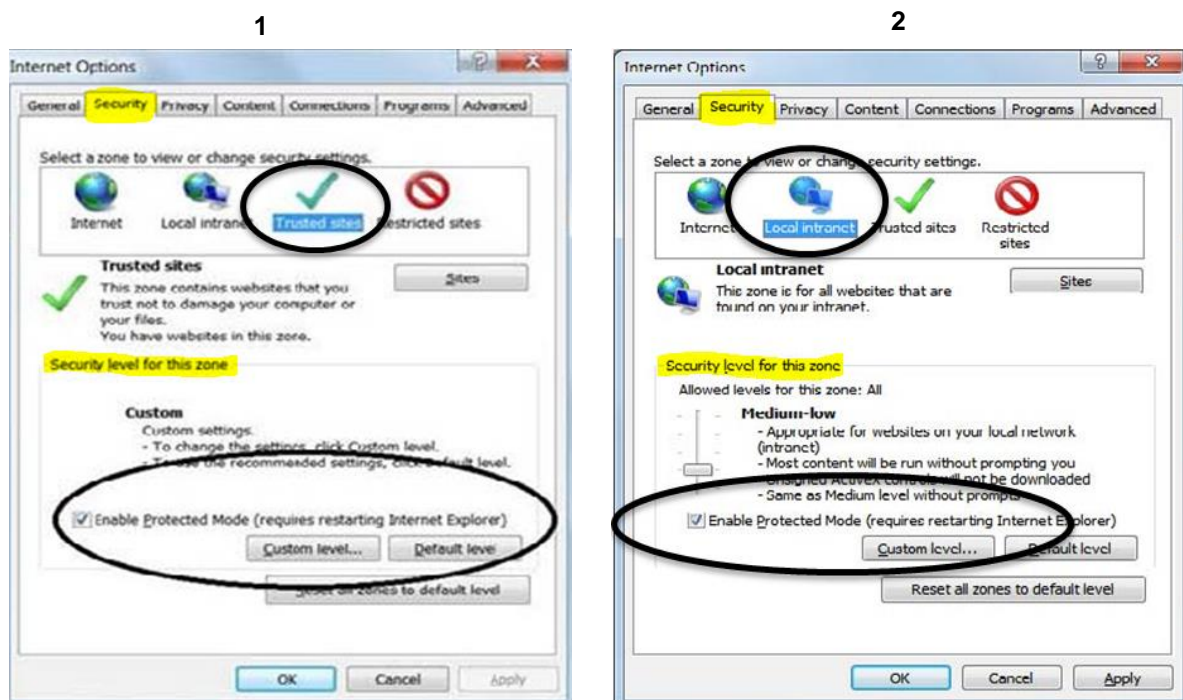Select by marking with a dot the option, **Enable**.

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:

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

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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.

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.