



VIRGINIA REGISTER OF REGULATIONS

UPLOADING OTHER DOCUMENTS TO RIS (types other than forms and documents incorporated by reference)

Log into the Regulation Information System.
Click on your agency to display the project list page.

A: Uploading a document other than a form or DIBR.

1. Select and open the RIS project by clicking on the folder icon.
2. Click **Uploads**. The system displays an upload screen.

Title 8 Agency 5 - CHRISTOPHER NEWPORT UNIVERSITY (Project 5138)

x College Tuition Test

Create Entry Search This Project **Uploads** Create Report Documents within Stage Within Stage: All:

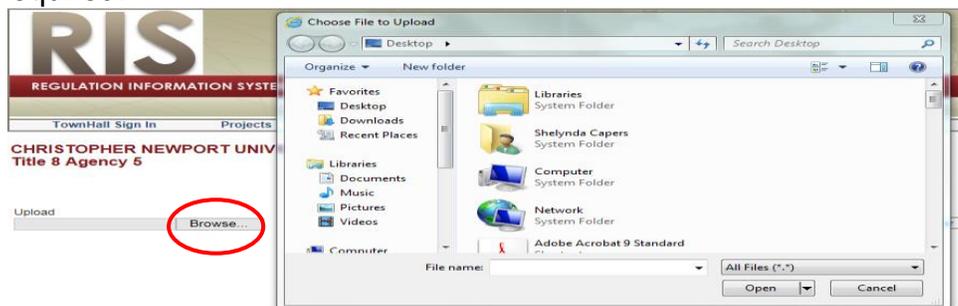
You can begin setting up your project by clicking on the "Create Entry" link.

3. In the Doc Id section, select **Other**.

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Upload Description: Doc Id Other

4. Click the **Browse** button to open the directory where the document is located on your computer. PDF format is required.



5. Find the corresponding file and double click on the filename (or you can select the document and click the "open" button). The name of the document will appear in the **Upload** field.

Upload Description: Doc Id Other

6. In **Description** field, type a name that clearly identifies the document. (i.e., "AG Letter (Proposed)").

Upload Description: Doc Id Other

7. Click the **Upload button** located above the description field. The document name and link will appear under **Uploaded Other Document Types** on the lower left side of the screen.

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8. The name of each upload should now be a hyperlink. Click on the hyperlink to make sure the document uploaded correctly.



B. Edit the document description.

From the upload screen, click **Edit** beside the document that you want to update. Make the necessary changes in the description field, then click **Update** to save the changes. Click **Cancel** to close the edit description section.

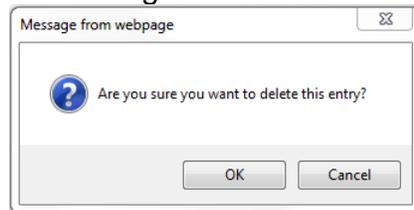


C. Deleting an uploaded document.

1. From the upload screen, click the red **X** beside the document to be deleted.



2. The system displays a verification message. Click OK.



3. The document is deleted from the Uploaded Other Document Types column.