



# VIRGINIA REGISTER OF REGULATIONS

## CREATING A PROJECT IN RIS

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

### A: Creating a new project.

1. Click in **Project Description Goes Here** field. Enter the name of the new project.



Keep the name short but with enough pertinent information to distinguish it from other projects. (e.g., regional EMS councils, 2009 fee reduction, continuing education requirements, or Rev. C09).

2. Click on **Create New Project** button. RIS assigns a project number and adds it to the list of agency projects at the bottom.



3. To open the project, click on the folder icon next to the project name. This displays the project details screen.

\*Note: In the project detail screen, the project title can be changed. However, once a project has been linked to Town Hall, you must keep the names in the two systems identical.

4. To update the project name, click in the field with the existing project name then type in the new project name. Click **update description**. You will see the updated project name when you return to the project list page.



Title 8 Agency 20 - STATE BOARD OF EDUCATION (Project 5126)

CH 25 test one

Update Description

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

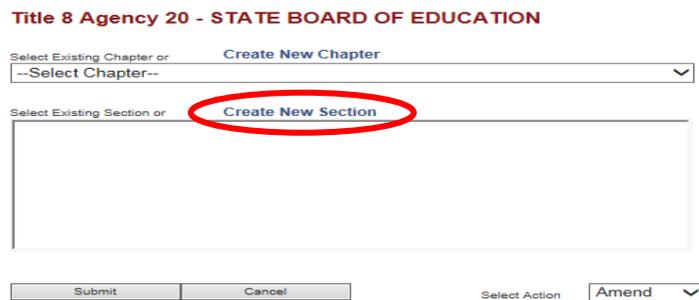
Sections	Delete	Chapter	Section	Description	Action
X	25	SVAC20-25		TECHNOLOGY STANDARDS FOR INSTRUCTIONAL PERSONNEL	Amend
X	25	SVAC20-25-10		Definitions	Amend
X	25	SVAC20-25-40		Test	Add

**B: Create a new section to the project.**

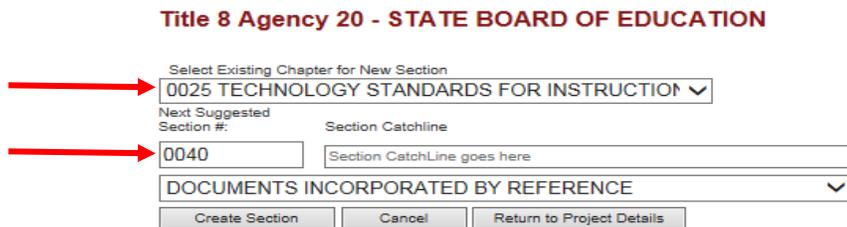
1. Open the project details page. Click **Create Entry** to display the Section/Chapter entry screen.



2. Click **Create New Section**. The system displays a window with selection criteria for the new section that is being added.



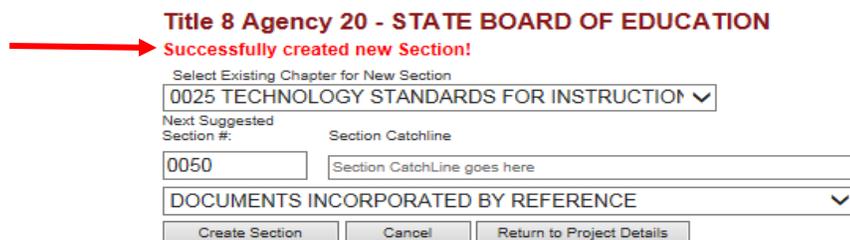
3. Select an Existing Chapter or a New Chapter from the dropdown list. The next suggested section of the chapter will be displayed for the section being added. Verify the section number or change it to reflect the section number you want.



\*Note: Four digits must be used (e.g., section 20 will be section 0020).

4. Enter data in the **Section Catchline** field. Type the catchline without the ending period.

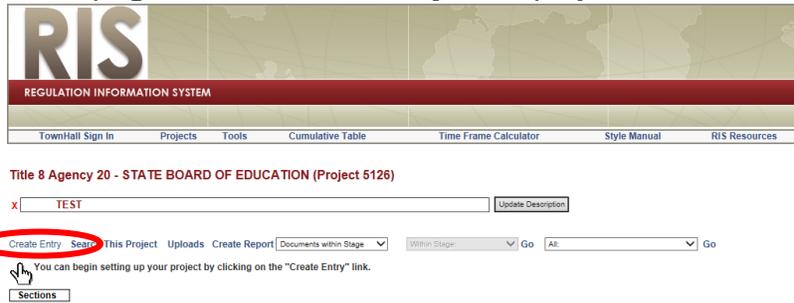
5. Click **Create Section**. They system displays the following message.



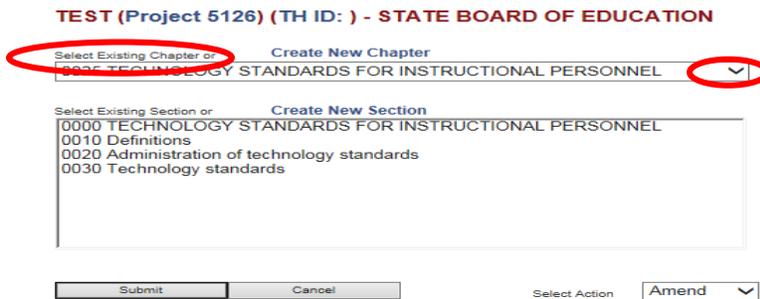
\*Note: New sections must be added one at a time and given a "description," which is the catchline for the new section. The description must be given at the time a new section is created. You may modify the section description at a later time if needed. The catchline description is the portion that is used for the Table of Contents feature of the online VAC.

### C: Amend or repeal a section.

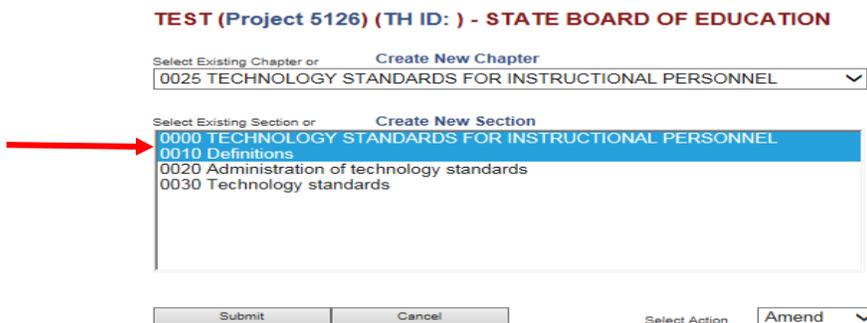
1. Open the project details page. Click **Create Entry** to display the Section/Chapter entry screen.



2. Select an **existing chapter** from the dropdown menu.

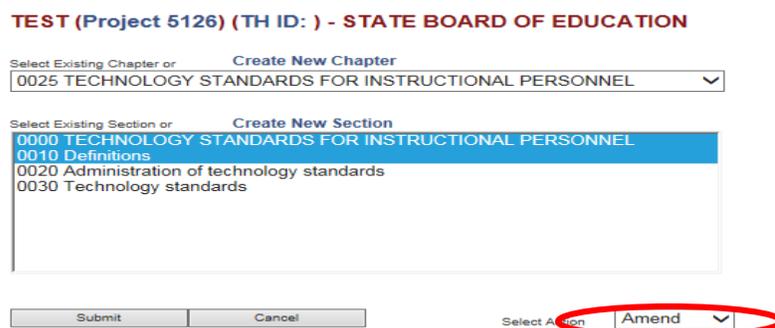


3. Click on (to highlight and select) the section that you want to amend or repeal.



\*Note: You can select multiple sections to amend or repeal by holding down the Shift key for consecutive sections or holding down the Control key for nonconsecutive sections. If you are selecting multiple sections, they **MUST** be sections that will all be amended or all repealed. Additional sections to amend or repeal may be added individually or in groups at any time.

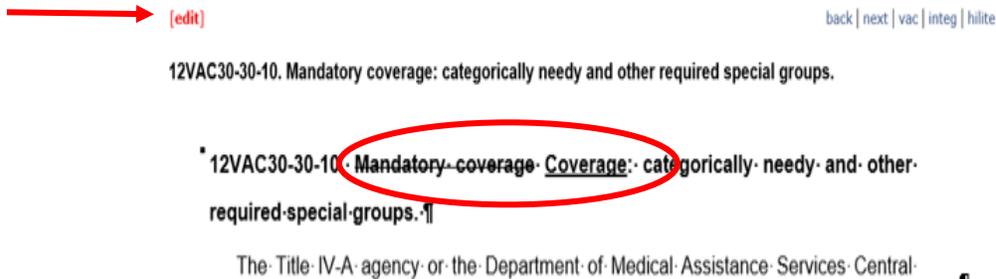
4. Select **amend** or **repeal** in the lower right hand corner of the screen. Then click **submit**.



The system returns to the project detail screen.

## D: Modifying catchlines of existing sections.

1. Existing catchlines that appear in the content area should be amended by using strikes and underscores. The description listed on the project details page (see #2.) should be written as the catchline will appear when the section becomes effective.



For sections being amended, the section content area catchline and the section description should be identical when the section becomes effective. The catchline description is the portion that will be used for the Table of Contents feature of the online VAC.

2. To amend the description, click in the description field. An editable text box will populate. Make the changes (without using strikethroughs and underscores) and click Update.



\*Note: Do not change the catchline text for sections being repealed. The update system will automatically replace the catchline with [Repealed] in the VAC table of contents.

## E: Creating a new chapter in the project.

1. Open the project details page. Click **Create Entry** to display the Section/Chapter entry screen.



2. Click **Create New Chapter**. The system displays a data entry window for the new chapter that is being added.

**Title 8 Agency 20 - STATE BOARD OF EDUCATION**

Select Existing Chapter or **Create New Chapter**  
 --Select Chapter--

Select Existing Section or **Create New Section**

Submit Cancel Select Action Amend

3. Enter the Chapter Title. Then enter the section catchline. This will create the first section for the new chapter. All additional sections can be added one at a time by going back into **Create Entry** and adding all subsequent sections, one after the other.

4. The next suggested section of the chapter will be displayed for the section being added. Verify the chapter/section number or change it to reflect the section number you want.

\*Note: Four digits must be used (e.g., section 20 will be section 0020).

**Title 8 Agency 20 - STATE BOARD OF EDUCATION**

Chapter Title Next Suggested Chapter/Section #:  
 Chapter Title Goes here 0740 0010

Section Catchline  
 Section Catchline Goes here

Add Chapter Cancel

5. Click Add Chapter.

**F. To repeal a chapter and replace it with a new chapter.**

1. Open the project details page. Click **Create Entry** to display the Section/Chapter entry screen.

**RIS**  
 REGULATION INFORMATION SYSTEM

TownHall Sign In Projects Tools Cumulative Table Time Frame Calculator Style Manual RIS Resources

**Title 8 Agency 20 - STATE BOARD OF EDUCATION (Project 5126)**

x TEST Update Description

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

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

Sections

2. Select an Existing Chapter from the dropdown list. The system displays all of the sections within that chapter.

**Title 8 Agency 20 - STATE BOARD OF EDUCATION**

Select Existing Chapter or [Create New Chapter](#)  
--Select Chapter--

Select Existing Section or [Create New Section](#)

Submit Cancel Select Action Amend

3. Click on the first section of the chapter in the section list.

**Title 8 Agency 20 - STATE BOARD OF EDUCATION**

Select Existing Chapter or [Create New Chapter](#)  
0730 REGULATIONS GOVERNING THE COLLECTION AND REPORTING OF TI

Select Existing Section or [Create New Section](#)  
0000 REGULATIONS GOVERNING THE COLLECTION AND REPORTING OF TRU  
0010 Definitions  
0020 Unexcused absences intervention process and responsibilities  
0030 Data collection and reporting

Submit Cancel Select Action Amend

Hold down the shift key and scroll down to the last section in the list and click on it (include the FORMS or DIBR list since they will be repealed with the chapter).

Scroll through the list and deselect any sections that have already been repealed by holding down the Control button as you click on each one.

4. Select Repeal from the Select Action dropdown list and then click Submit.

**Title 8 Agency 20 - STATE BOARD OF EDUCATION**

Select Existing Chapter or [Create New Chapter](#)  
0730 REGULATIONS GOVERNING THE COLLECTION AND REPORTING OF TI

Select Existing Section or [Create New Section](#)  
0000 REGULATIONS GOVERNING THE COLLECTION AND REPORTING OF TRU  
0010 Definitions  
0020 Unexcused absences intervention process and responsibilities  
0030 Data collection and reporting

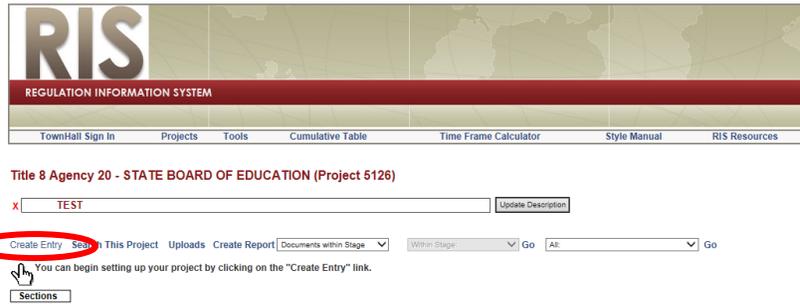
Submit Cancel Select Action Repeal

\*Note: All sections of the chapter to be repealed will appear as entries in the project. Be careful with this. If you accidentally leave it as "amend," you'll have to delete (click the red "x" next to each section) and start over.

5. To create a new chapter, refer back to the steps in section [E: Creating a new chapter in the project.](#)

**G: Add a forms or documents incorporated by reference (DIBR) section.**

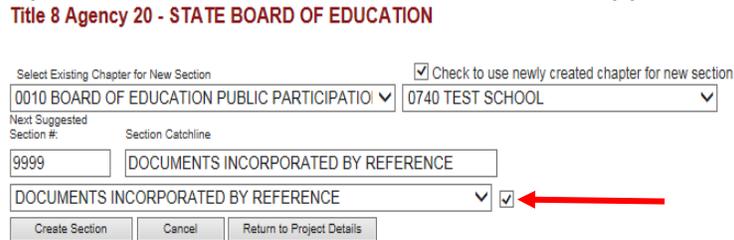
1. Open the project details page. Click **Create Entry** to display the Section/Chapter entry screen.



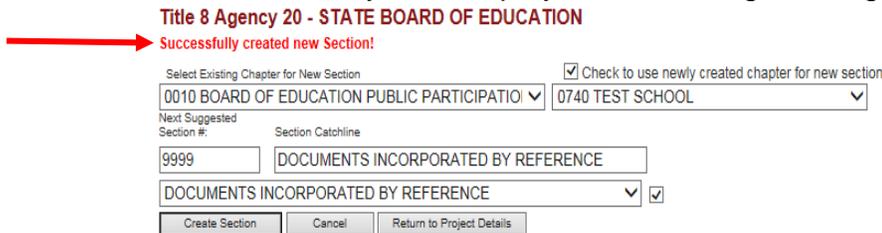
2. Click **Create New Section**. The system displays a window with selection criteria for the new section that is being added.



3. Select **FORMS** or **DIBR** designation from the dropdown list and click the box next to the dropdown list. The appropriate catchline and section number will appear in the description box.



4. Click on **Create New Section**. The system displays the following message.



5. To return to the agency's Projects List page, click on "Projects" in the header.

6. To return to your list of agencies, click on the Regulation Information Systems header.

**H: Deleting a section from the project.**

Locate the chapter, section, form, or DIBR in the project details screen then click the red **X** beside the desired line. A confirmation pop-up window will appear. Click OK. The line will be deleted from the project.

Test (Project 5129) (TH ID: ) - STATE BOARD OF EDUCATION (Project 5129)

X

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

Sections				
Delete	Chapter	Section	Description	Action
X	25	<a href="#">8VAC20-25</a>	TECHNOLOGY STANDARDS FOR INSTRUCTIONAL PERSONNEL	Amend
X	25	<a href="#">8VAC20-25-10</a>	Definitions	Amend
X	740	<a href="#">8VAC20-740</a>	TEST: TECHNOLOGY	Add
X	740	<a href="#">8VAC20-740-10</a>	RIS Training	Add
X	740	<a href="#">8VAC20-740-9998</a>	FORMS (8VAC20-740)	Add
X	740	<a href="#">8VAC20-740-9999</a>	DOCUMENTS INCORPORATED BY REFERENCE (8VAC20-740)	Add



### I: Deleting a project.

Locate the project in the project list screen. Click the folder icon to display the project details screen. Click the red X beside the project name. A confirmation pop-up window will appear. Click OK. The project will be deleted.

Test (Project 5129) (TH ID: ) - STATE BOARD OF EDUCATION (Project 5129)

X

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

Sections				
Delete	Chapter	Section	Description	Action
X	25	<a href="#">8VAC20-25</a>	TECHNOLOGY STANDARDS FOR INSTRUCTIONAL PERSONNEL	Amend
X	25	<a href="#">8VAC20-25-10</a>	Definitions	Amend
X	740	<a href="#">8VAC20-740</a>	TEST: TECHNOLOGY	Add
X	740	<a href="#">8VAC20-740-10</a>	RIS Training	Add
X	740	<a href="#">8VAC20-740-9998</a>	FORMS (8VAC20-740)	Add
X	740	<a href="#">8VAC20-740-9999</a>	DOCUMENTS INCORPORATED BY REFERENCE (8VAC20-740)	Add



\*Note: Deleting the project will delete all the contents within that project.