



VIRGINIA REGISTER OF REGULATIONS

USER MANAGEMENT

Agency Regulatory Coordinators have the authority and ability to add, remove, and amend the access level of agency users. To see the requirements for Agency Regulatory Coordinators, [CLICK HERE](#).

1. After logging into RIS, under the Setting (gear icon) tab, select User Management

The screenshot shows the RIS dashboard with a navigation menu at the top. The 'Resources' menu is open, and 'User Management' is highlighted in yellow. Below the menu, there are filters for 'All Agencies', 'All Stages', and 'All Statuses'. A table of projects is visible, with columns for Project ID, Agency, Stage, Chapter, Description, Eff. Date, Status, and VAC Review.

2. Your agency will display. Search by Access Levels (all, user, or regulatory coordinator) or Statuses (all, active, or inactive).

The screenshot shows the 'User Management' page. There is a '+ New User' button circled in red. Below it are dropdown menus for 'Virginia Code Commission', 'All Access Levels', and 'All Statuses', with the last two highlighted in yellow. A table lists existing users with columns for Name, Agency, Access Level, Status, and Actions.

3. Click New User to add a user. Fill in the web form for the new user.

4. Use the dropdown arrows highlighted to select Status and Access Level for new user.

The screenshot shows the 'User Information' form. Fields include First Name, M.I., Last Name, Suffix, Email, Phone Number, Ext., and Agency. The 'Status' dropdown is set to 'Active' and the 'Access Level' dropdown is set to 'User', both highlighted in yellow. A blue plus sign (+) is circled in red at the bottom right of the form, next to the 'Save' button.

5. Click the blue plus sign to accept agency #1 for the user.

This will activate the Save button. Click the Save button, and the user is added to the agency list. If the user needs access to another agency, click the blue plus, another Agency field will appear, fill it in, and repeat until user has all necessary accesses, then click the Save button.

6. The newly added user will appear in the agency user list. Click the blue pencil to edit an existing user.

RIS Dashboard New Project Projects Register Resources 

User Management

 + New User 

<input type="checkbox"/>	Name	Agency	Access Level	Status	Actions
<input type="checkbox"/>	RIS User Template	Virginia Code Commission	Admin	Active	
<input type="checkbox"/>	User O RIS	Virginia Code Commission	User	Active	
<input type="checkbox"/>	Test User User	Virginia Code Commission, Department Of Testing New Ris And Town Hall	User	Active	

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