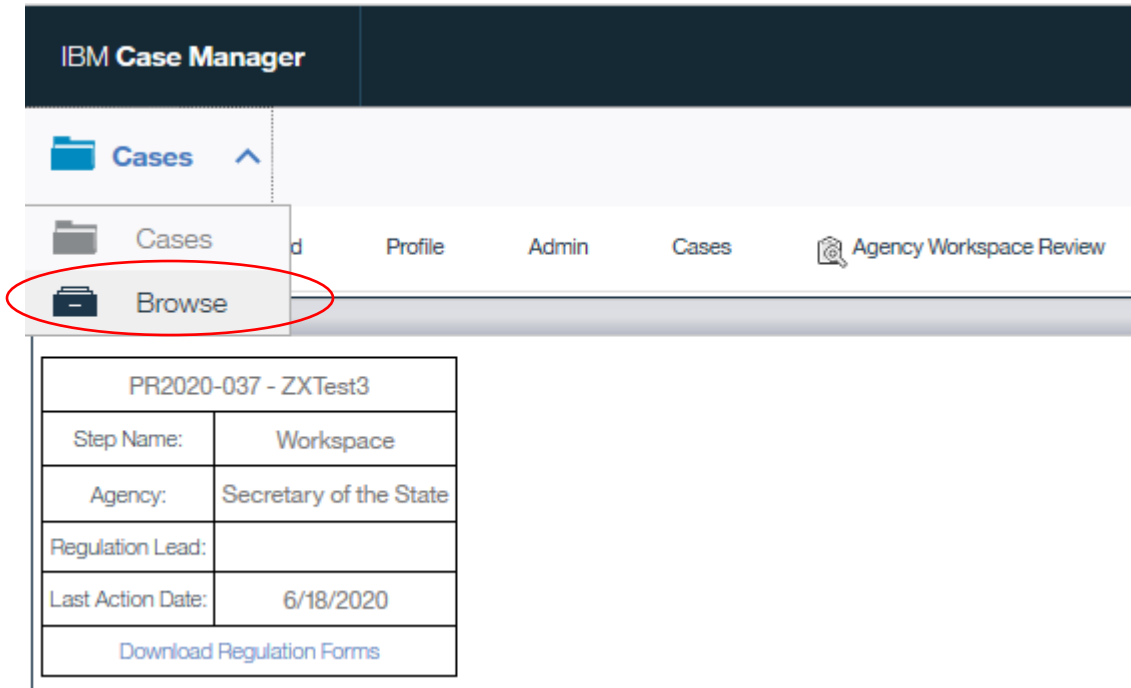


Instructions for inserting current sections into proposed regulation documents

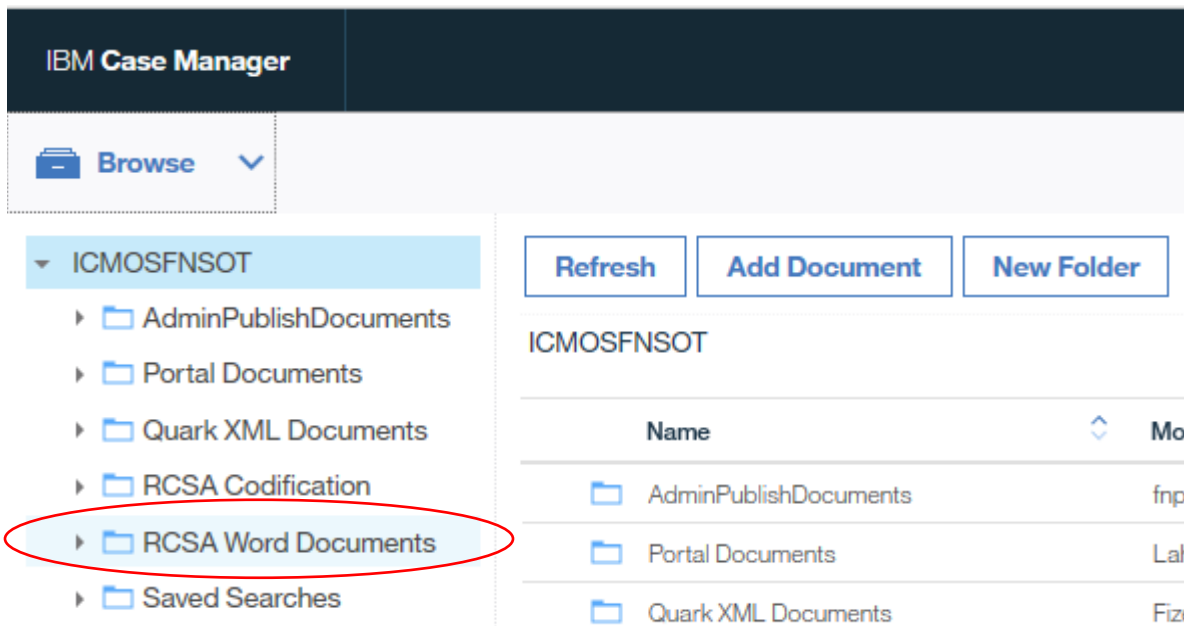
1. Go to left corner of ICM screen and select the down arrow next to “Cases,” then select “Browse.”



The screenshot shows the IBM Case Manager interface. At the top left, there is a dark blue header with the text "IBM Case Manager". Below this, a navigation bar contains several items: "Cases" (with an upward arrow), "Profile", "Admin", "Cases", and "Agency Workspace Review". A dropdown menu is open under "Cases", and the "Browse" option, which includes a folder icon, is circled in red. Below the navigation bar, a table displays case details for "PR2020-037 - ZXTest3".

PR2020-037 - ZXTest3	
Step Name:	Workspace
Agency:	Secretary of the State
Regulation Lead:	
Last Action Date:	6/18/2020
Download Regulation Forms	

2. On left menu select the rightward arrow (▶) for “RCSA Word Documents.”



The screenshot shows the IBM Case Manager interface. At the top left, there is a dark blue header with the text "IBM Case Manager". Below this, a navigation bar contains several items: "Browse" (with a downward arrow), "Profile", "Admin", "Cases", and "Agency Workspace Review". A dropdown menu is open under "Browse", and the "RCSA Word Documents" option, which includes a folder icon, is circled in red. Below the navigation bar, a table displays case details for "ICMOSFNSOT".

ICMOSFNSOT	
Step Name:	Workspace
Agency:	Secretary of the State
Regulation Lead:	
Last Action Date:	6/18/2020
Download Regulation Forms	

3. Select the rightward arrow (▶) of title.

AdminPublishDocuments	fnp8adms
Portal Documents	LaholliE
Quark XML Documents	FizerC
RCSA Codification	eReg_integration_se _s
RCSA Word Documents	eReg_integration_se _s

4. Select the rightward arrow (▶) of subject matter.

AdminPublishDocuments	fnp8adms	11/18/2014, 2:38 PM
Portal Documents	LaholliE	8/29/2019, 4:25 PM
Quark XML Documents	FizerC	9/25/2014, 1:11 PM
RCSA Codification	eReg_integration_service _s	4/21/2020, 5:19 PM
RCSA Word Documents	eReg_integration_service _s	1/27/2020, 2:01 PM
Saved Searches	fnp8adms	2/4/2016, 3:46 PM
TestPub	UllahA	6/18/2014, 5:15 PM
UConnArchiving	fnp8adms	11/18/2014, 2:38 PM

5. Select the section number.

Saved Searches	fnp8adms	2/4/2016, 3:46 P
TestPub	UllahA	6/18/2014, 5:15 F
UConnArchiving	fnp8adms	11/18/2014, 2:38
eRegs	fnp8adms	6/11/2014, 6:09 F

6. Selected section will appear on right. Click on section number. "Actions" box will highlight and become active.

Refresh Add Document New Folder Actions

ICMOSFNSOT > RCSA Word Documents > Title 10a > 10a-169 > 10a-169-1

Name	Size	Modified By	Modified On	Major Version
10a-169-1	16 KB	eReg_integration_service_s	3/25/2020, 4:13 PM	1

7. Click on downward arrow of "Actions" box then select download.

Refresh Add Document New Folder Actions

ICMOSFNSOT > RCSA Word Documents > Title 10a > 10a-169 > 10a-169-1

Name	Size	Modified By	Modified On	Major Version
10a-169-1	16 KB	eReg_integration_service_s	3/25/2020, 4:13 PM	1

8. Select "Download" then "As Original"

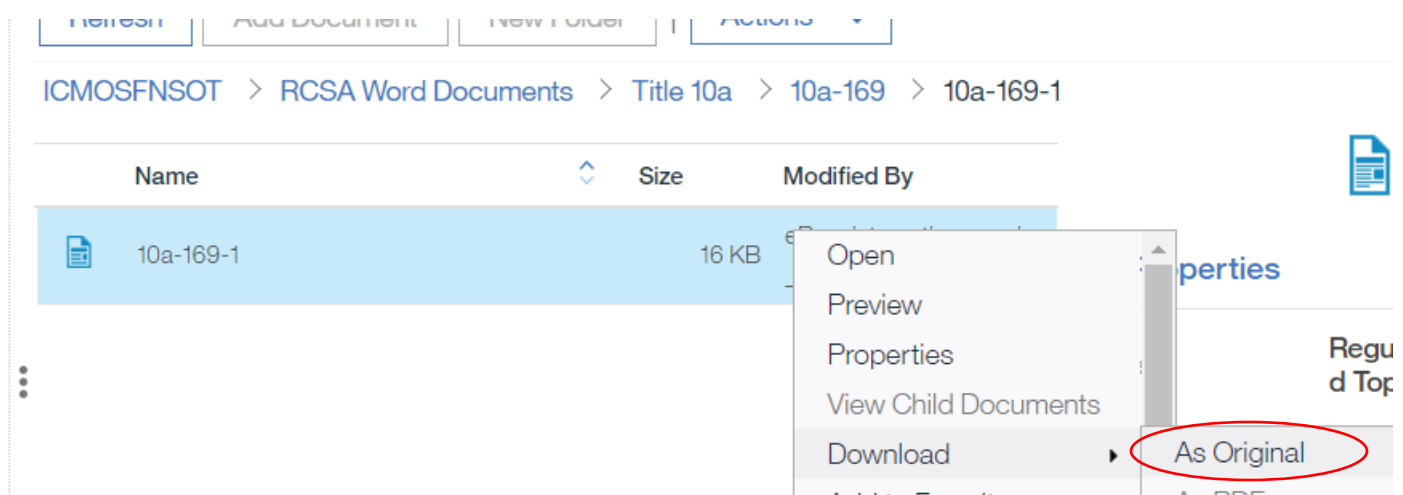
Refresh Add Document New Folder Actions

ICMOSFNSOT > RCSA Word Documents > Title 10a > 10a-169 > 10a-169-1

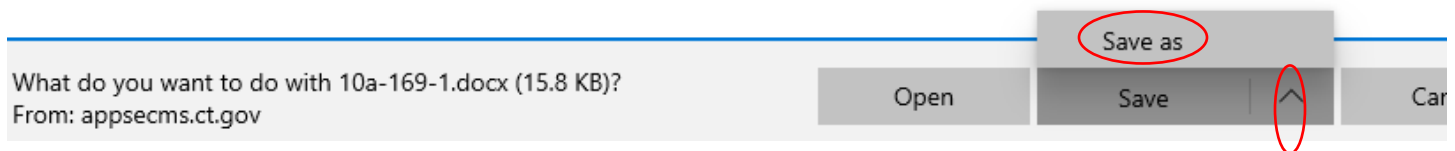
Name	Size	Modified By	Modified On	Major Version
10a-169-1	16 KB	eReg_integration_service_s	3/25/2020, 4:13 PM	1

- Open
- Preview
- Properties
- View Child Documents
- Download
 - As Original
 - As PDF
 - Download All
 - All Parts as a PDF file
- Add to Favorites
- Export
- Delete

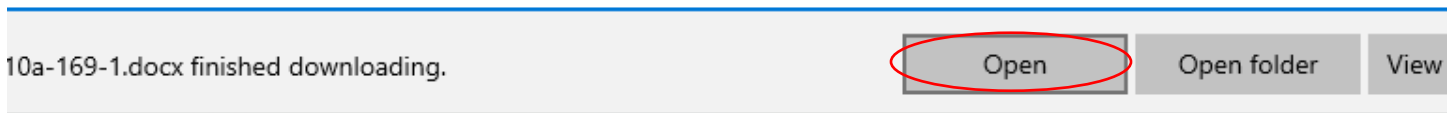
**These options will also appear if you right-click on the selected section.



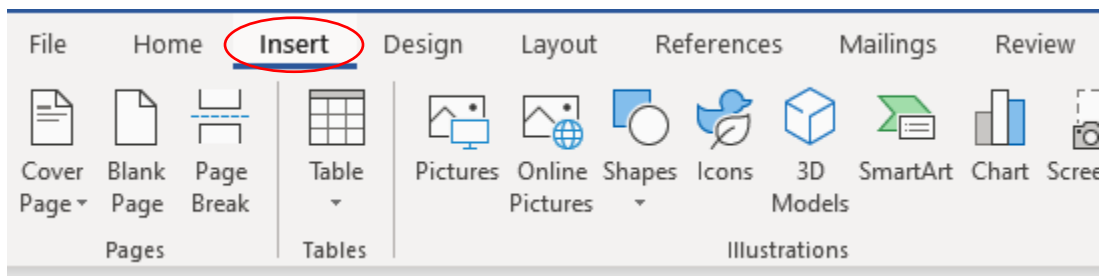
9. At bottom of screen, select the upward arrow of the “Save” box then select “Save as.” Save section to your computer.



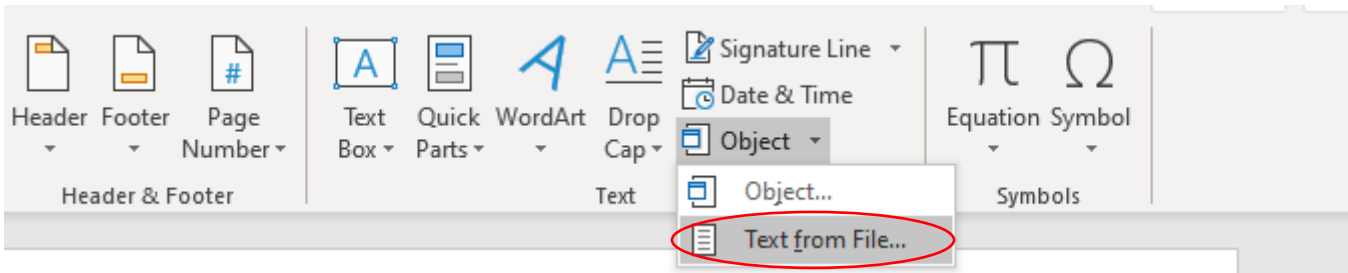
10. Select “Open”, then close document.



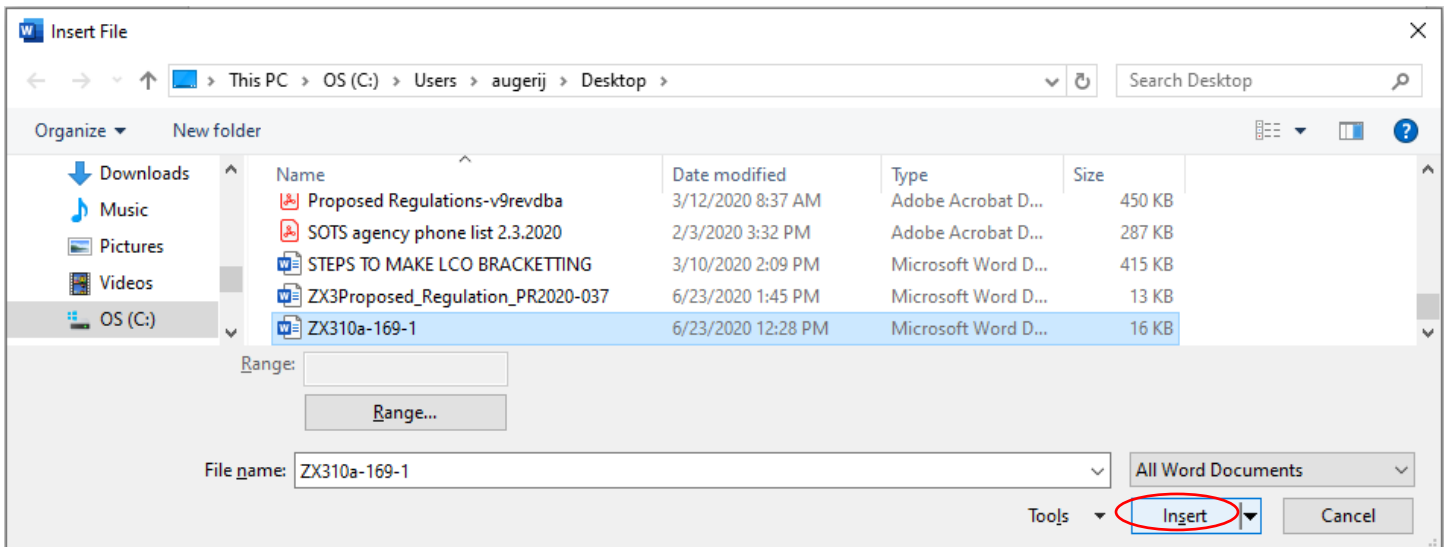
11. Go to the proposed regulation document and select “Insert” in the top ribbon.



12. In the right “Text” section of the “Insert” ribbon, select the dropdown arrow of “Object” and select “Text from File.”



13. Select the saved section and “Insert” into proposed regulation document.



14. Selected regulation section successfully inserted into proposed regulation document.

**State of Connecticut
Regulation of
Secretary of the State
Concerning
[Enter Regulation Subject here]**

Sec. 10a-169-1. Definitions

When used in Sections 10a-169-2 through 10a-169-4 of these regulations,

(a) "Board" is the Board of Governors of Higher Education.

(b) "Parental contribution" means the amount of money that the parents of a student are expected to annually contribute for educational costs from their annual income and assets based upon the federal needs analysis formula.

(c) "Financial need" means the difference between the cost of an education at a particular institution