VIRGINIA
IT AGENCY

New artificial intelligence (AI) registry

Job aid

October 2026

Access to the AI registry

The AI registry has two licenses per agency and is available to:

1. Primary submitter or secondary backup submitter (if primary is unavailable)
2. Agency IT resources (AITRs), for approval
   - Information security officers (ISOs) will be copied on the approval email and will receive additional notifications throughout the review process.

How to access the AI registry:

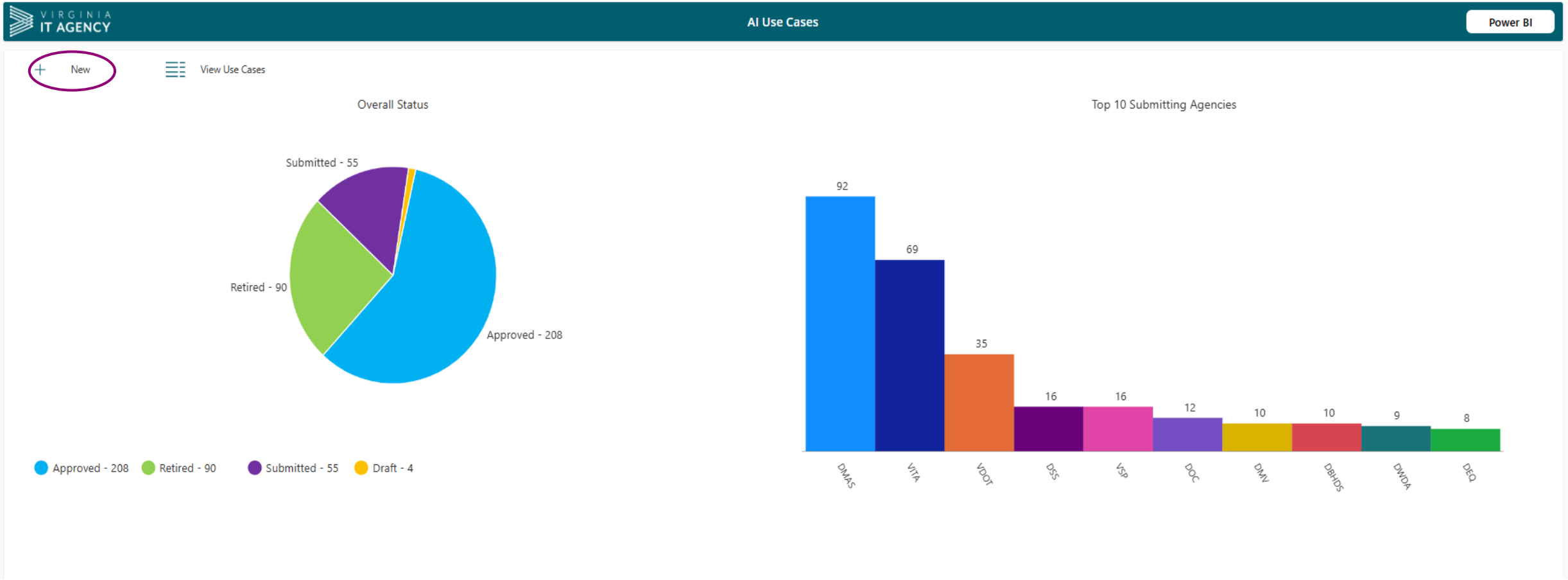
- A link to a Canvas app was shared by email to all designated submitters and agency AITRs.
- A link to the AI registry can also be found on Connections.
- We recommend bookmarking this link for easy access.

AI registry process

1. Open the AI registry application.
2. In the top left of the application, click the **+ New** button.
3. Fill out the fields in the form.
4. Select **Save** at the top of the application when all fields are complete. This will take you back to the list view. Open the registry item you saved and select **Submit**.

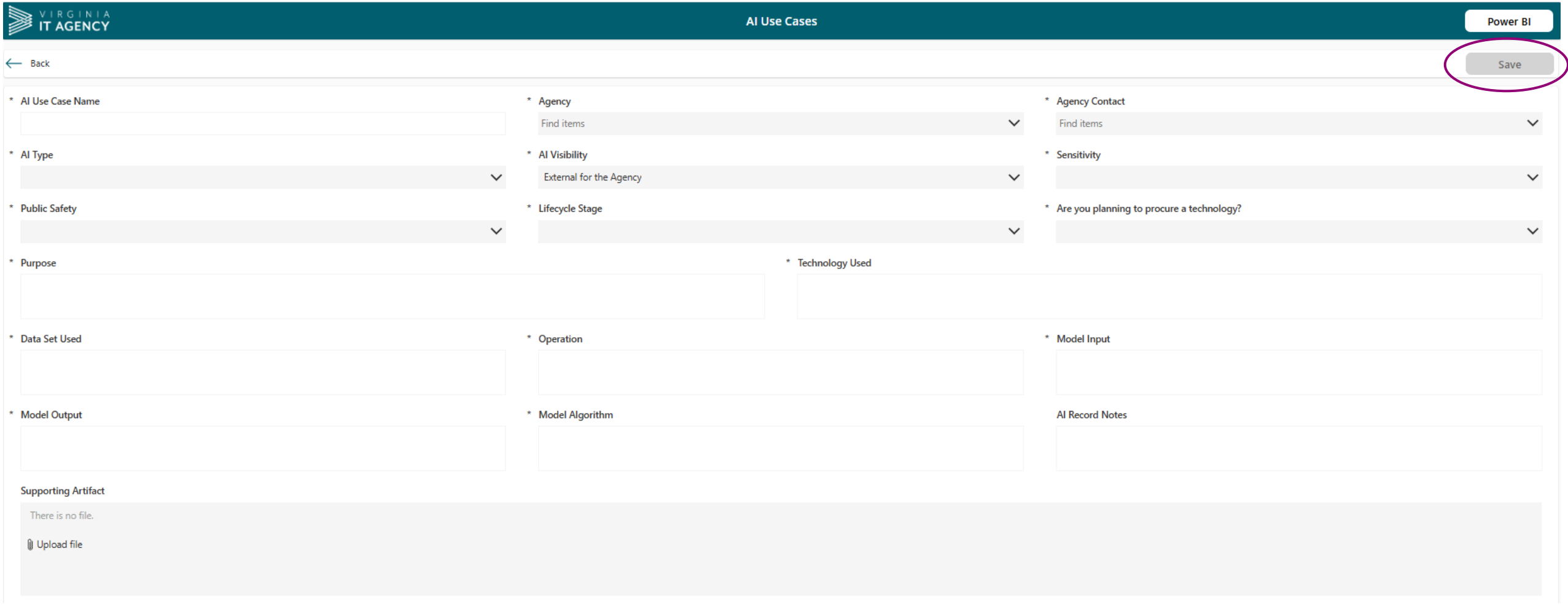
Open AI registry application

- Use the link to the canvas app that was shared by email to open the application.
- In the top left of the application, click the **+ New** button.



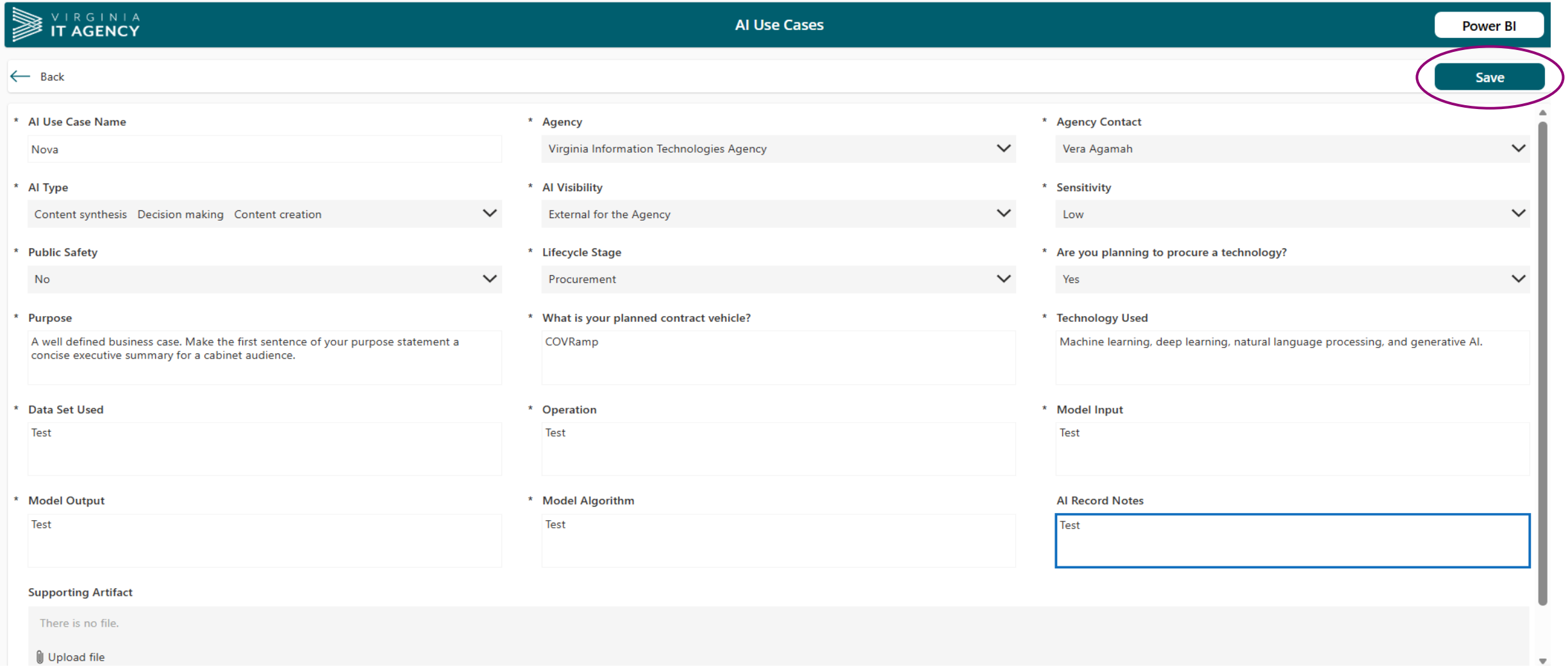
Form fields (1 of 2)

- Fill out all required fields in the form to enable the **Save** button.
- You can select multiple options in the **AI Type** field.



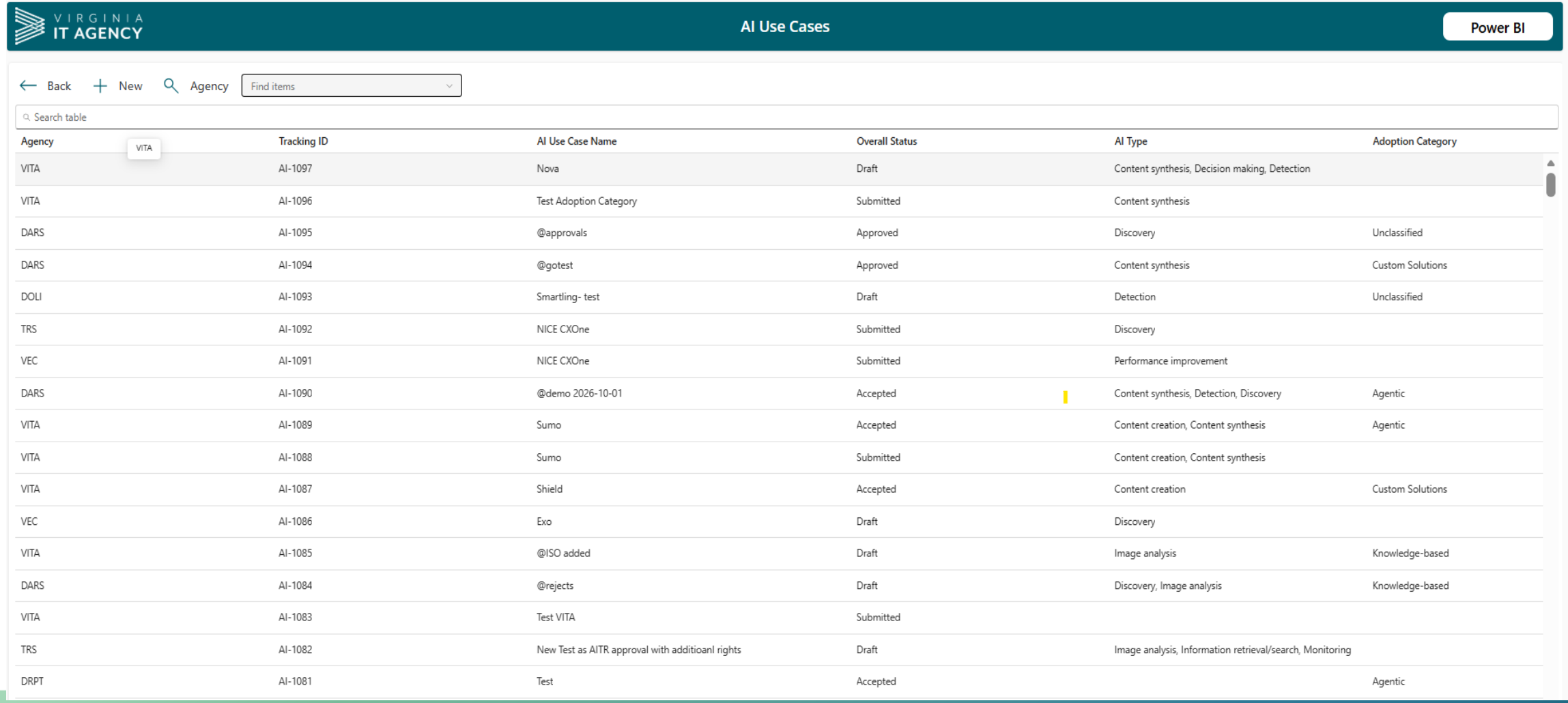
Form fields (2 of 2)

- Select **Save** at the top of the application when all fields are complete.



List view

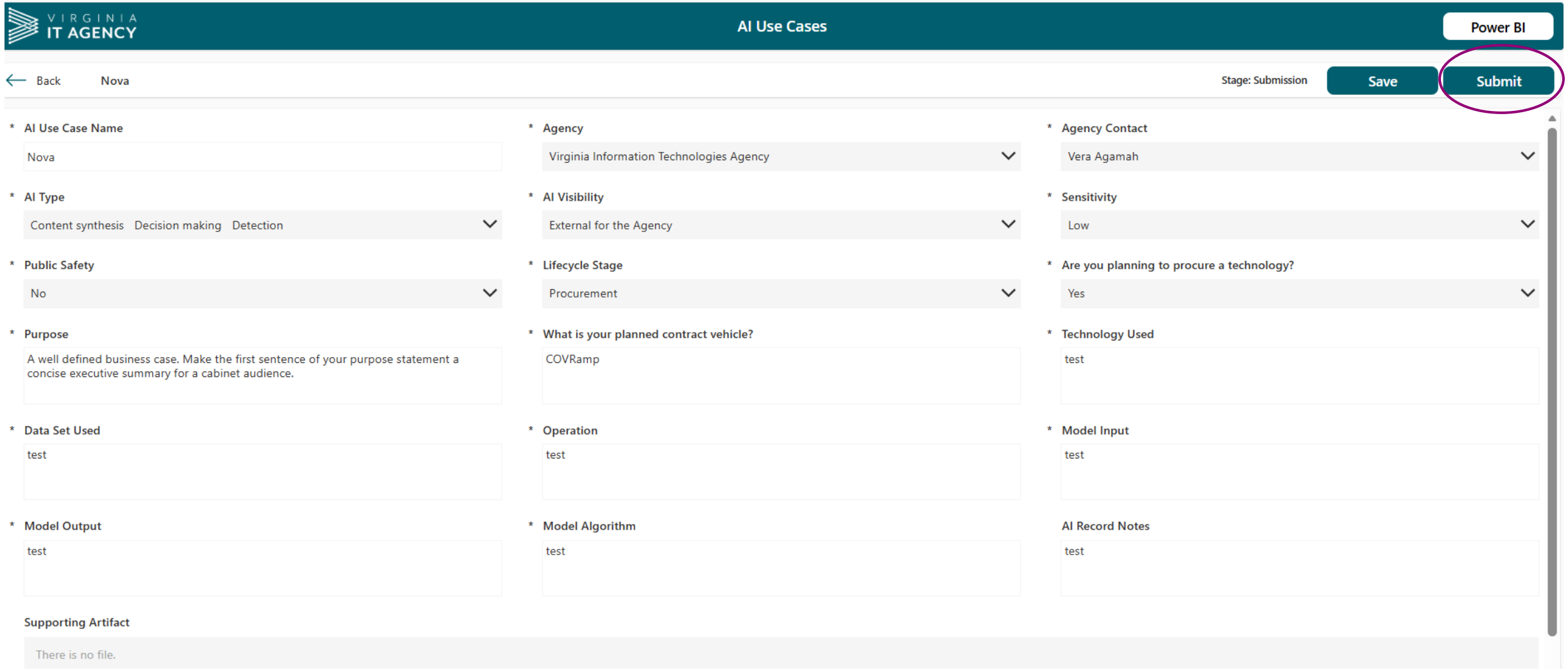
- Clicking **Save** returns you to the list view.
- Select the registry item you previously saved to open it.



Agency	Tracking ID	AI Use Case Name	Overall Status	AI Type	Adoption Category
VITA	AI-1097	Nova	Draft	Content synthesis, Decision making, Detection	
VITA	AI-1096	Test Adoption Category	Submitted	Content synthesis	
DARS	AI-1095	@approvals	Approved	Discovery	Unclassified
DARS	AI-1094	@gotest	Approved	Content synthesis	Custom Solutions
DOLI	AI-1093	Smartling- test	Draft	Detection	Unclassified
TRS	AI-1092	NICE CXOne	Submitted	Discovery	
VEC	AI-1091	NICE CXOne	Submitted	Performance improvement	
DARS	AI-1090	@demo 2026-10-01	Accepted	Content synthesis, Detection, Discovery	Agentic
VITA	AI-1089	Sumo	Accepted	Content creation, Content synthesis	Agentic
VITA	AI-1088	Sumo	Submitted	Content creation, Content synthesis	
VITA	AI-1087	Shield	Accepted	Content creation	Custom Solutions
VEC	AI-1086	Exo	Draft	Discovery	
VITA	AI-1085	@ISO added	Draft	Image analysis	Knowledge-based
DARS	AI-1084	@rejects	Draft	Discovery, Image analysis	Knowledge-based
VITA	AI-1083	Test VITA	Submitted		
TRS	AI-1082	New Test as AITR approval with additioanl rights	Draft	Image analysis, Information retrieval/search, Monitoring	
DRPT	AI-1081	Test	Accepted		Agentic

Submission

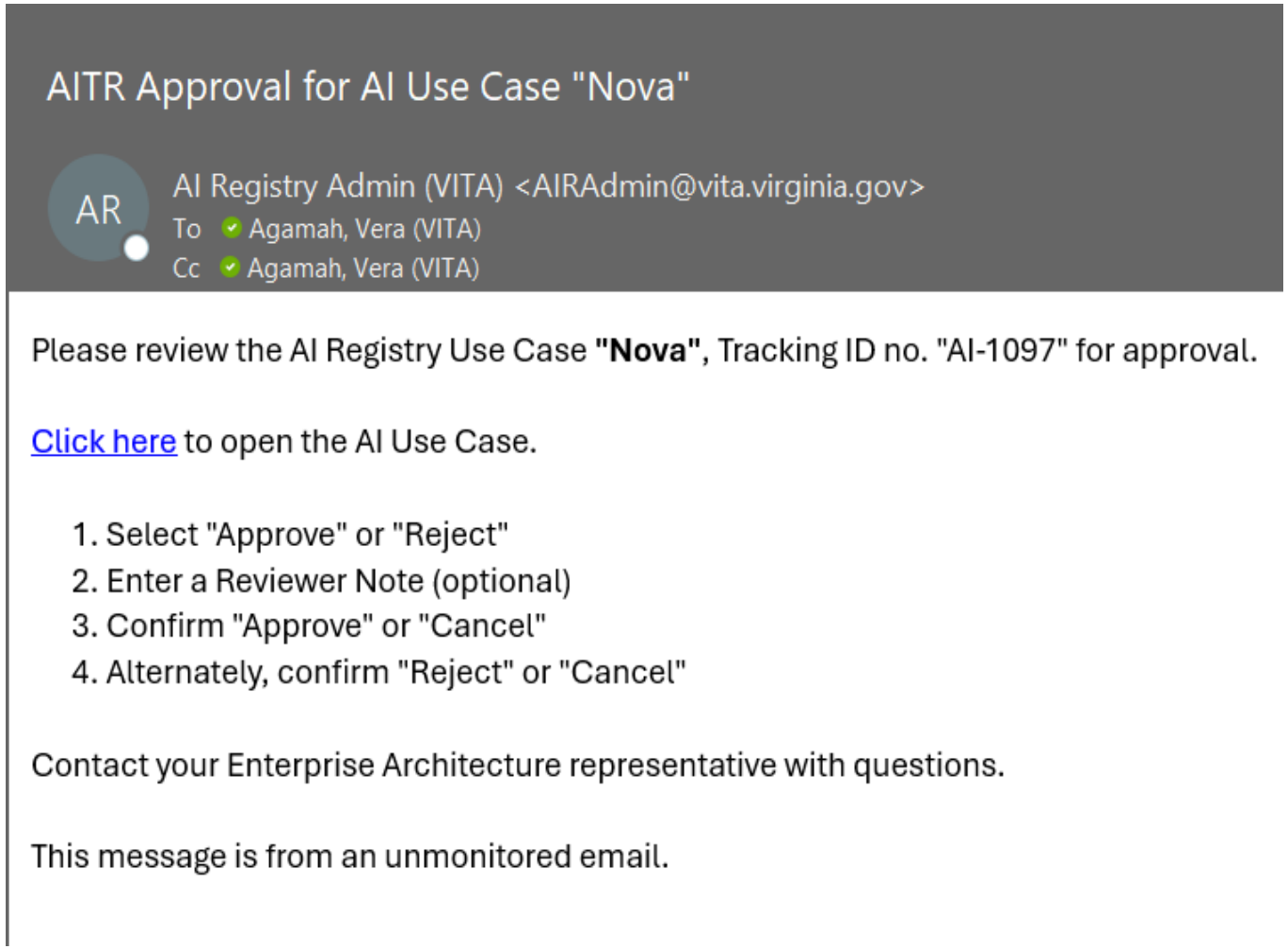
- You will see the **Submit** button enabled. Please click **Submit** to complete the registry submission.



Approval steps

AITR approval email example

- AITR will receive an email notification of their agency's submission.
- AITR should follow the steps in the email to complete the approval process.
- **Note**: ISO will be copied on the notification email.



AITR Approval for AI Use Case "Nova"

AR

AI Registry Admin (VITA) <AIRAdmin@vita.virginia.gov>
To Agamah, Vera (VITA)
Cc Agamah, Vera (VITA)

Please review the AI Registry Use Case **"Nova"**, Tracking ID no. "AI-1097" for approval.

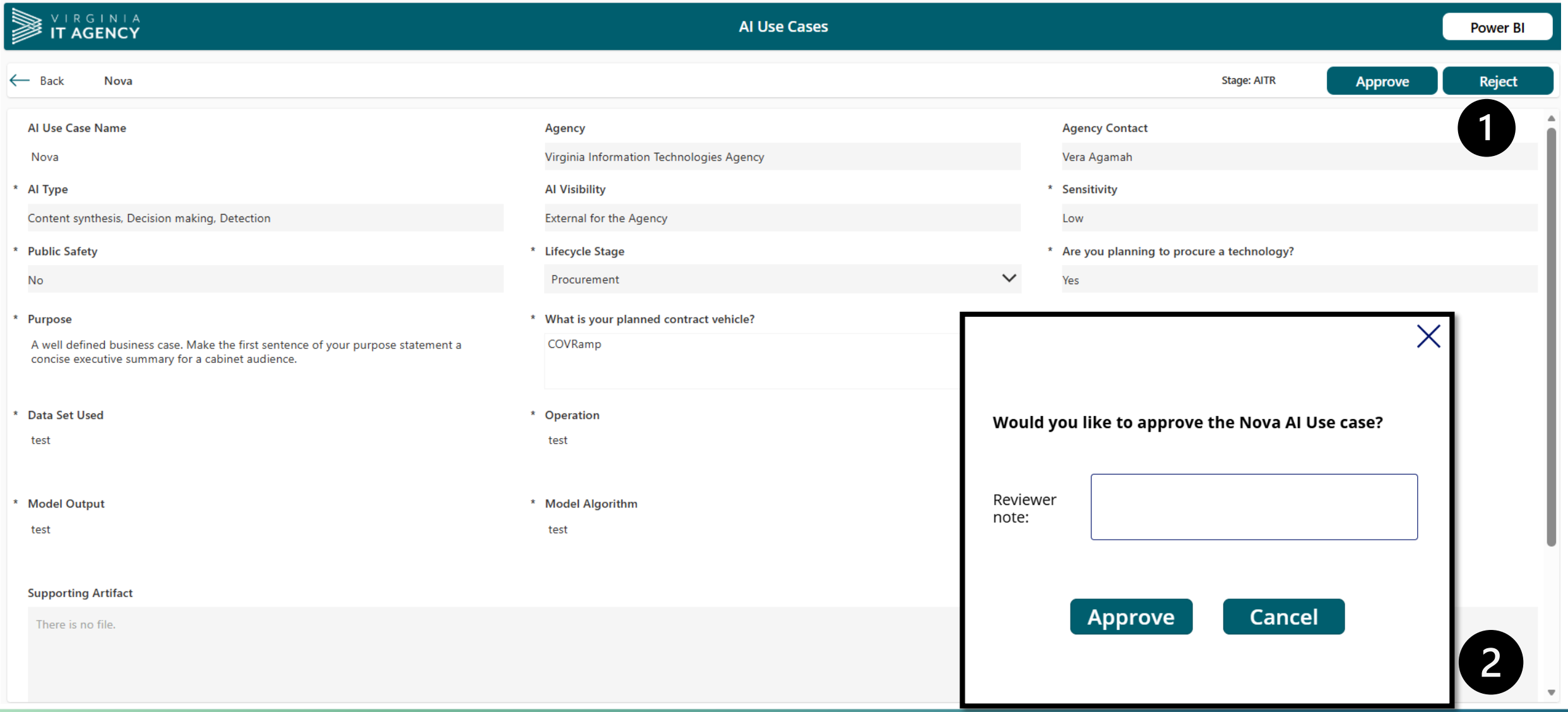
Click here to open the AI Use Case.

1. Select "Approve" or "Reject"
2. Enter a Reviewer Note (optional)
3. Confirm "Approve" or "Cancel"
4. Alternately, confirm "Reject" or "Cancel"

Contact your Enterprise Architecture representative with questions.

This message is from an unmonitored email.

Submitting AITR approval



Tips and tricks

To avoid delays in processing approval:

- Fill out all fields.
- Zip documents for your use case into one file and attach.
- Be extremely clear about the business purpose and technical fit.
- Avoid marketing language.
- Make the first sentence of your purpose statement a concise executive summary for a cabinet audience.
- Hover over any field in the form to view a descriptive explanation of that field.

Resources

We are here to help and we welcome the opportunity to work with you.

Contact your assigned EA architect or Commonwealth technology strategic partner (CTSP) for questions and assistance.

- VITA's webpage on AI
- CTSP's and agency contacts webpage

Thank you!