

# Oklahoma Open Meetings

## User Reference Guide

### OVERVIEW:

To make it easier for users to understand and complete these actions, we have grouped them into logical segments, each with a goal, sub-tasks and expected output. For purposes of this effort, these major segments will be called “Functions” and their sub-tasks called “Tasks.” This manual is organized so that each function and everything connected with it can be dealt with individually instead of confronting the entire process as a single effort. When you complete a function, you will be able to identify all the associated data and status indicators to know that it has been successfully completed.

The following is a list of the Functions and Tasks required to publish open meeting notices covered in this guide:

- **ACCOUNT MANAGEMENT**

- Registering a new account – Page 1
- Password resets – Page 6
- Updating account information – Page 9
- Adding public bodies to existing user accounts – Page 11

- **POSTING MEETING NOTICES**

- Adding regular or special meetings – Page 14
- Amending existing regular or special meetings – Page 18
- Cancelling existing regular or special meetings – Page 21
- Adding optional documents to posted meeting notices – Page 23

Finally, if you need assistance with any function or task, please contact our office.

**Phone: (405) 521-4911 | Email: [meetingnotices@sos.ok.gov](mailto:meetingnotices@sos.ok.gov)**

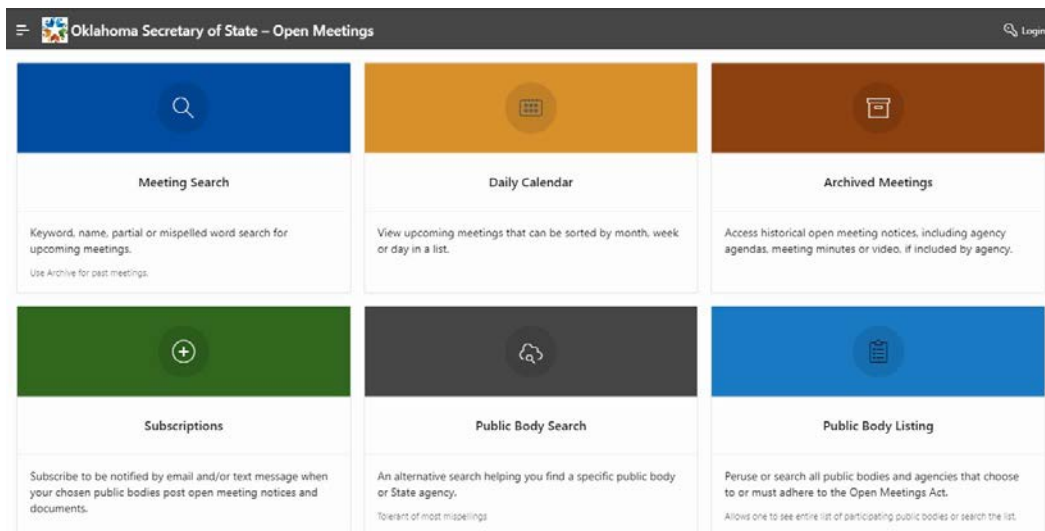
# Function: Account Management

## Account Management: Task 1 – Registering a New Account (8 Steps)

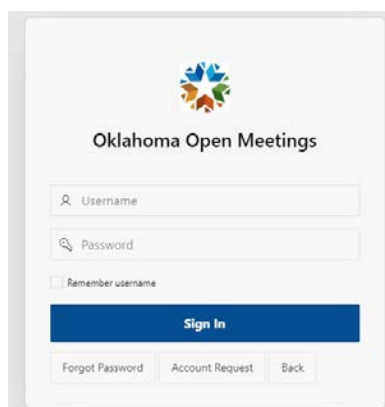
This task involves registering a new user account and resetting the user's temporary password following registration.

*Note: Existing SOS meeting notices accounts can skip registration and login with existing accounts.*

**Step 1:** Visit [openmeetings.ok.gov](https://openmeetings.ok.gov) and select login on the top right corner of the browser screen.



**Step 2:** On login screen, click "Account Request" button below the "Sign In" button.



**Step 3:** Review disclaimer and click “Accept” button to continue to the registration page.

### MEETING NOTICES ONLINE REQUEST FOR LOGIN ID AND PASSWORD

I understand and agree to the following:

- Meeting Notices Online allows state public bodies to post their own meetings and changes directly to the Secretary of State website.
- A separate ID and password is needed for each individual with authority to post and update meeting information.
- The Appointing Authority may designate one or more individuals for each body under authority.
- The name, e-mail address, and telephone number for each authorized designee should be identified below the name of the body, committee, task force, board, etc. for which the designee has authority to update meeting information.
- Each individual is responsible for maintaining the confidentiality of the ID and password.
- The Office of Administrative Rules must be notified immediately if the ID or password has been lost, stolen, or compromised, or if the designated individuals have changed.

Accept
Do Not Accept

**Step 4:** Select public body from drop-down list, complete Authorized Designee (user registering) and Appointing Authority (supervisor designating user) fields and click “Submit” button.

Account Request

Select Your Public Body

SOSTEST

?

Public Body Missing?

Authorized Designee

Title

First Name

Jim

Last Name

Smith

Phone T...

▼

Home

Phone

(555) 555-5555

Phone...

▼

Home

Phone...

▼

Phone

Phone...

▼

Home

Email

jim.smith@sostest.ok.gov

Comments

Appointing Authority

Authority First Name

John

Authority Last Name

Smith

Public Body

SOSTEST

Authority Email

john.smith@sostest.ok.gov

Address

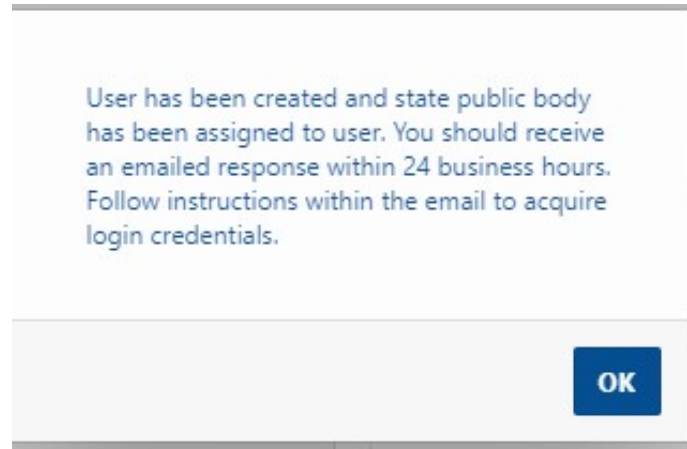
421 NW 13TH ST., SUITE 210  
OKLAHOMA CITY, OK 73103

Cancel

Clear

Submit

**Step 5:** Review confirmation message and click “OK” button.



**Step 6:** Username and temporary password are emailed to the user, following Secretary of State approval (**Please allow up to 24 hours**). Click “Open Meetings Application” link in email.

### Open Meetings New Public Body User Request

Dear Christopher Coffman

Thank you for visiting the Oklahoma Secretary of State Open Meetings. This email confirms that your account has either been created or you have requested a new password.

The account information is:

Username - [REDACTED]

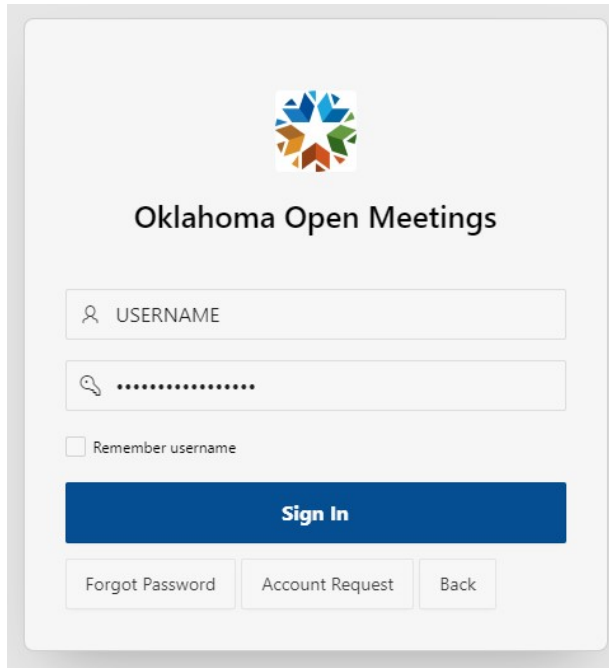
Password - ZOVUJVJ8 (This temporary password will expire in 24 hours)

Please login to the [Open Meetings Application](#), with this temporary password, you will be redirected to a page to reset your password of your preference. Going forward, you are required, at a minimum of every six(6) months, to reset your password. Once you establish your preferred long-term password, you will start receiving reminders via email ten(10) days before the six(6) month expiration date.

If you did not request an account or password reset, please contact the Oklahoma Secretary of State Open Meetings unit at 405-521-4911 or you may contact them via [sosmeetings@sos.ok.gov](mailto:sosmeetings@sos.ok.gov)

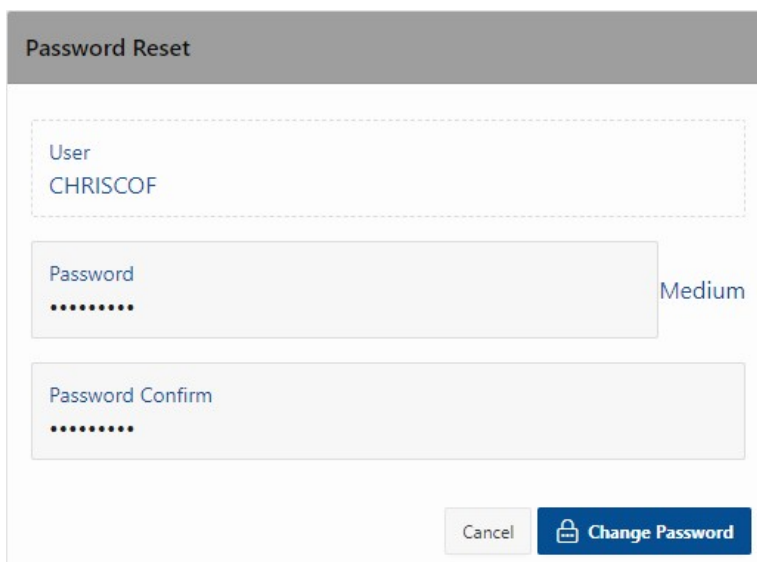
Thank you,  
Oklahoma Secretary of State  
Open Meetings

**Step 7:** Enter username, temporary password, and click “Sign In” button.



The sign-in screen features the Oklahoma Open Meetings logo at the top. Below the logo, there are two input fields: one for the username (labeled 'USERNAME') and one for the password (masked with dots). A checkbox labeled 'Remember username' is located below the password field. A large blue 'Sign In' button is centered below the inputs. At the bottom, there are three smaller buttons: 'Forgot Password', 'Account Request', and 'Back'.

**Step 8:** System prompts user to reset temporary password. Enter new password and click “Change Password” button. User is returned to login panel and registration is complete.

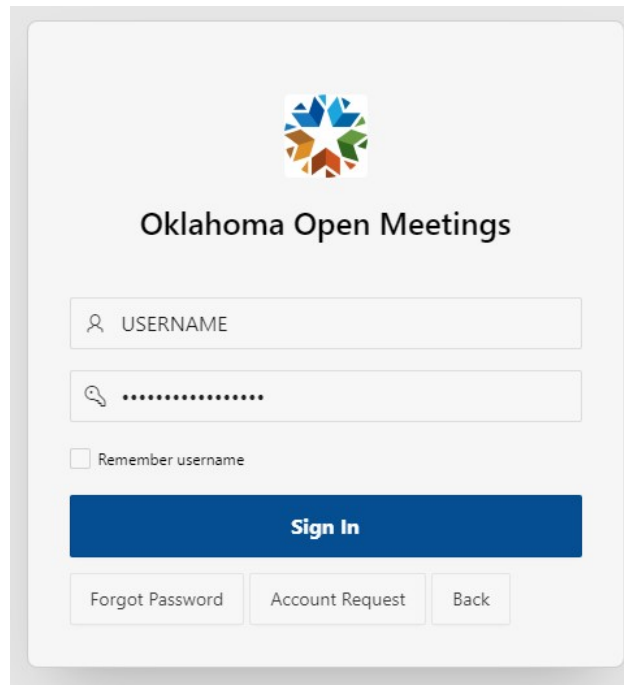


The password reset screen has a title bar 'Password Reset'. It contains three input fields: 'User' (with the value 'CHRISCOF'), 'Password' (masked with dots), and 'Password Confirm' (masked with dots). To the right of the password field, the text 'Medium' indicates the password strength. At the bottom right, there are two buttons: a 'Cancel' button and a blue 'Change Password' button with a lock icon.

### Account Management: Task 2 – Password Resets (6 steps)

This task involves resetting a forgotten password when a user is unable to login.

**Step 1:** Click “Forgot Password” button on login panel.



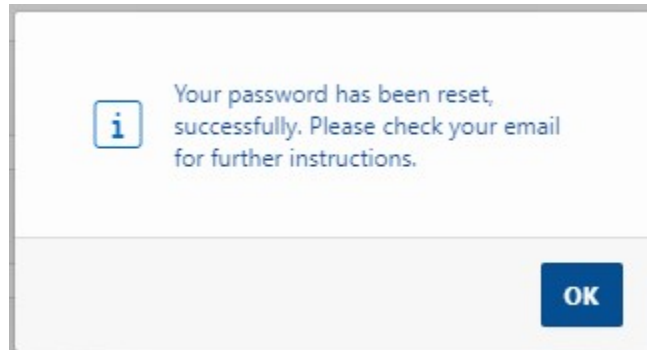
The login panel features the Oklahoma Open Meetings logo at the top. Below the logo are two input fields: one for the username, labeled 'USERNAME', and another for the password, represented by dots. A checkbox labeled 'Remember username' is positioned below the password field. A large blue 'Sign In' button is centered below the inputs. At the bottom, there are three buttons: 'Forgot Password', 'Account Request', and 'Back'.

**Step 2:** Enter username, email address, and click “Submit” button.



The 'Forgot Password' dialog box has a title bar with a close button. The main area has a header 'Forgot Password'. It contains three input fields: 'User Name', 'Email', and 'Confirm Email'. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

**Step 3:** Review reset message and click “OK” button.



**Step 4:** Username and temporary password emailed to user. Click “Open Meetings Application” link in email.

Thank you for visiting the Oklahoma Secretary of State Open Meetings. This email confirms that your account has either been created or you have requested a new password.  
The account information is:

Username - [REDACTED]

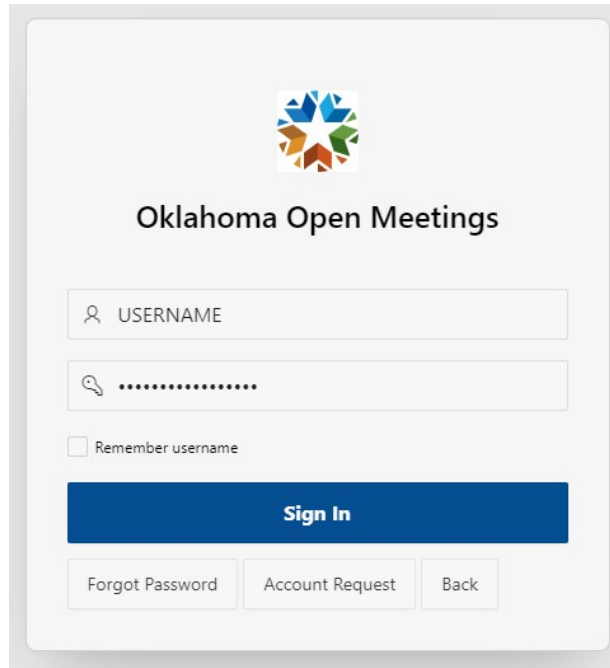
Password - MU2SJFL (This temporary password will expire in 24 hours)

Please login to the [Open Meetings Application](#), with this temporary password, you will be redirected to a page to reset your password of your preference. Going forward, you are required, at a minimum of every six(6) months, to reset your password. Once you establish your preferred long-term password, you will start receiving reminders via email ten(10) days before the six(6) month expiration date.

If you did not request an account or password reset, please contact the Oklahoma Secretary of State Open Meetings unit at (405) 521-4911 or you may contact them via [sosmeetings@sos.ok.gov](mailto:sosmeetings@sos.ok.gov)

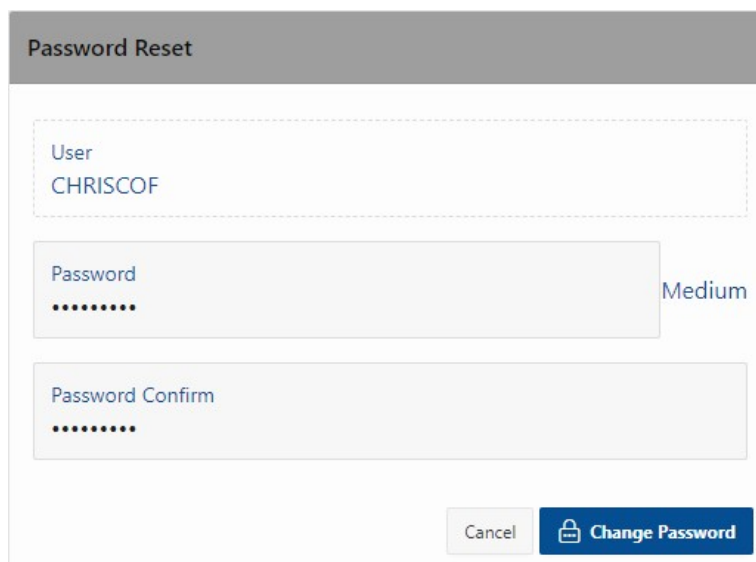
Thank you,  
Oklahoma Secretary of State  
Open Meetings

**Step 5:** Enter username, temporary password, and click “Sign In” button.



The login screen features the Oklahoma Open Meetings logo at the top. Below the logo, the text "Oklahoma Open Meetings" is displayed. The login form includes a "USERNAME" field with a magnifying glass icon, a password field with a key icon and masked characters, and a "Remember username" checkbox. A prominent blue "Sign In" button is centered below the fields. At the bottom, there are three buttons: "Forgot Password", "Account Request", and "Back".

**Step 6:** System prompts user to reset temporary password. Enter a new password and click “Change Password” button. User is returned to login panel and password reset is complete.



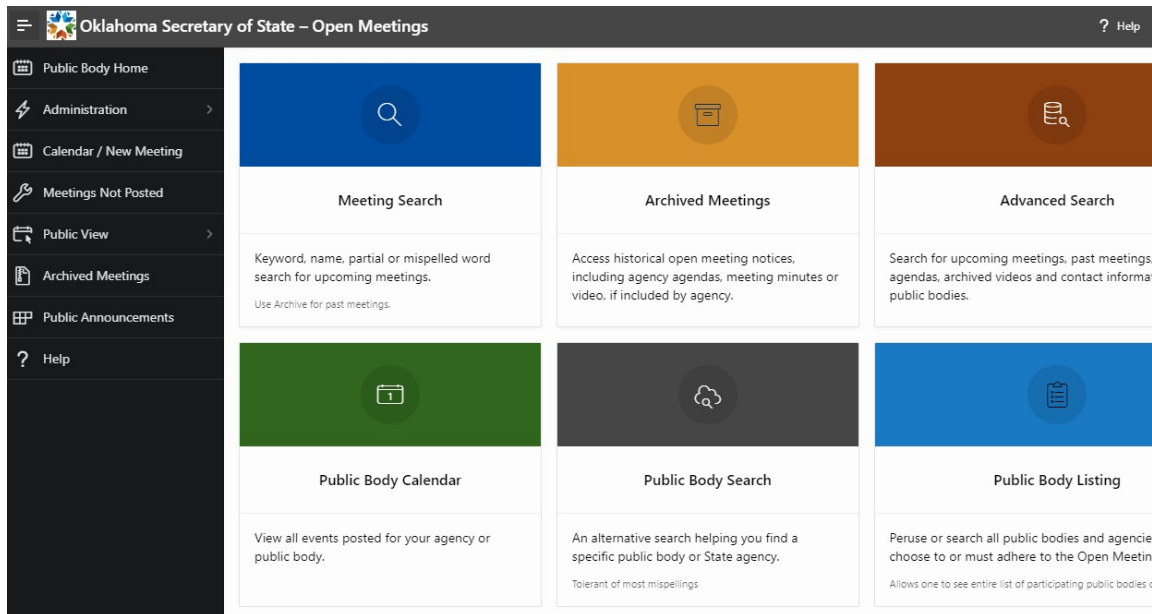
The "Password Reset" screen has a grey header with the title "Password Reset". The form contains three input fields: "User" with the value "CHRISCOF", "Password" with masked characters and a "Medium" strength indicator, and "Password Confirm" with masked characters. At the bottom right, there are two buttons: a "Cancel" button and a blue "Change Password" button with a lock icon.



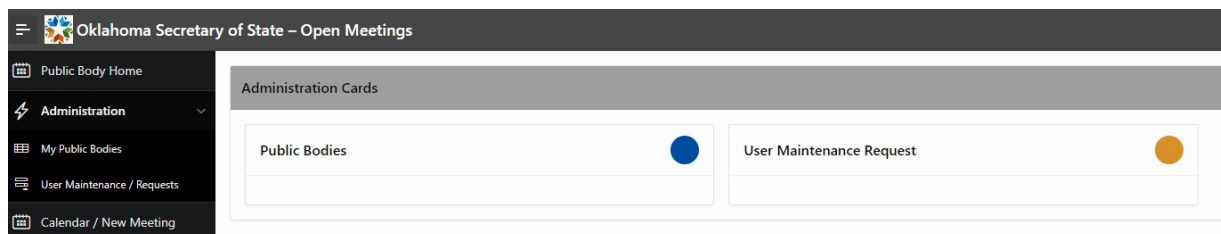
### Account Management: Task 3 – Updating Account Information (4 steps)

This task involves updating user and public body contact information.

**Step 1:** Click the menu icon in the top left corner of the page and click “Administration” link.



**Step 2:** Look to right of menu and click “Public Bodies” or “user Maintenance Request” card to update the contact information of the user (User Maintenance Request) or Public Body (Public Bodies).



**Step 3:** Update address, phone, email, or website and click “Apply Changes” button.

Public Body

Public Body  
SOSTEST

Description

Contact

Home Page  
http://www.sos.state.ok.us

EMail

Phone  
405-521-4911

Location

Address  
421 NW 13TH ST., SUITE 210

City  
OKLAHOMA CIT

State  
Oklahoma

Postal Code  
73103

Cancel

Apply Changes

**Step 4:** Row updated confirmation displayed. Click “X” to close. Account information update complete.

of State – Open Meetings

✓ Row updated.

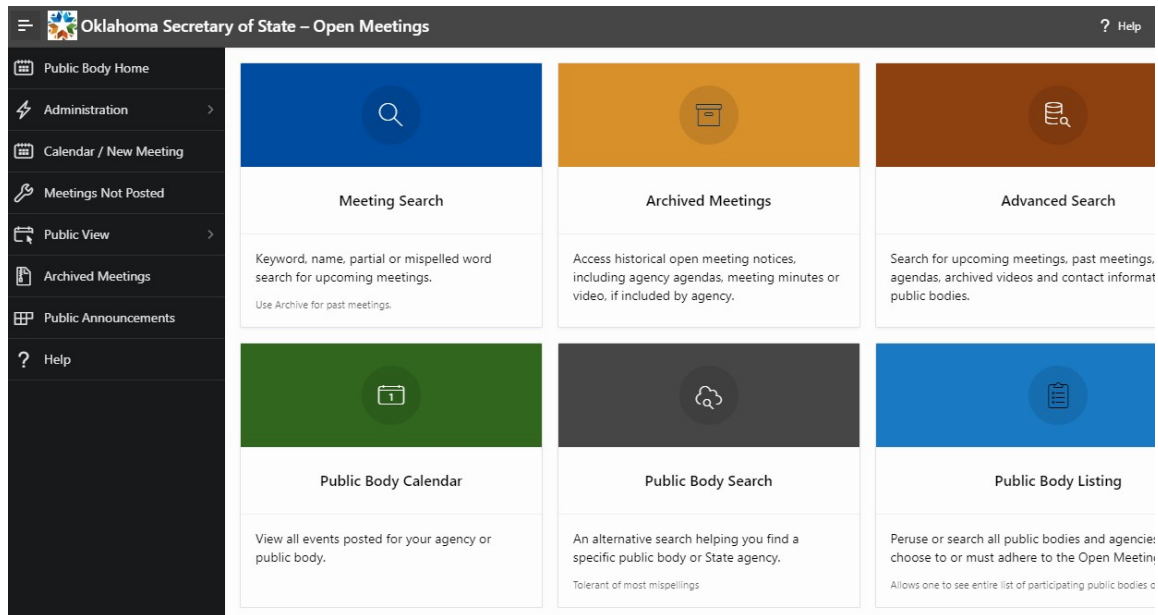
X

Public Body Maintenance

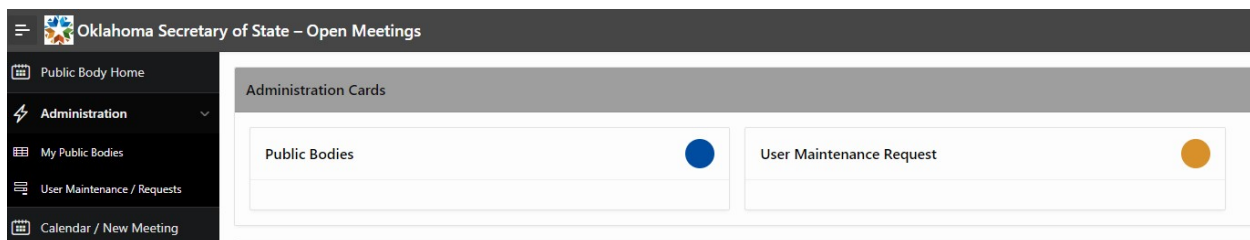
### Account Management: Task 4 – Adding Public Bodies to Existing User Accounts (6 steps)

This task involves adding additional public bodies to an existing user account, allowing the user to post open meeting notices to multiple public bodies.

**Step 1:** Click the menu icon in the top left corner of the page and click “Administration” link.

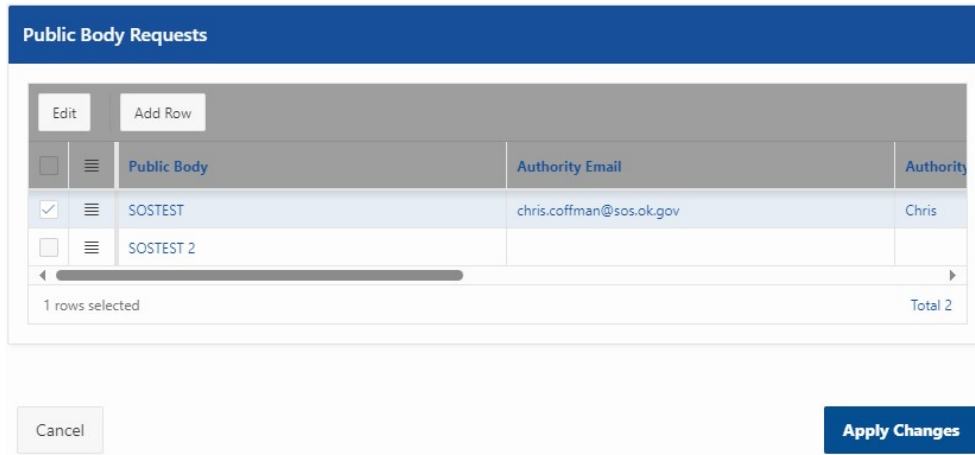


**Step 2:** Click “User Maintenance Request” card.



## Oklahoma Open Meetings System User Reference Guide.

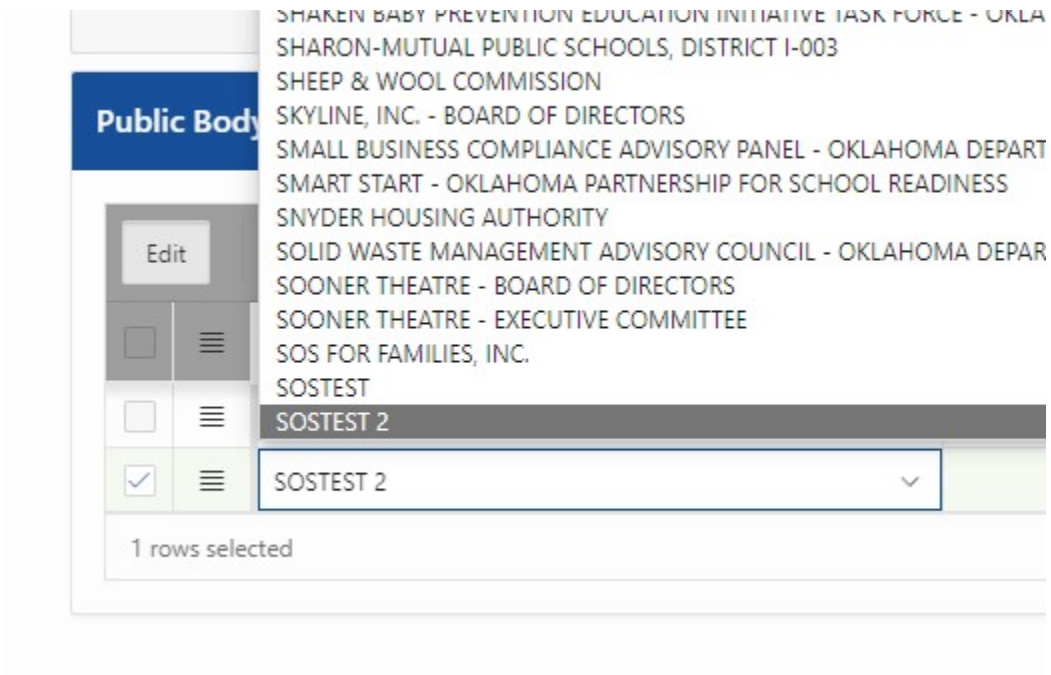
**Step 3:** Click “Add Row” button under Public Body Requests.



Public Body Requests				
		Public Body	Authority Email	Authority
<input checked="" type="checkbox"/>		SOSTEST	chris.coffman@sos.ok.gov	Chris
<input type="checkbox"/>		SOSTEST 2		

1 rows selected Total 2

**Step 4:** Using the dropdown menu on the new row, select public body to add to user.

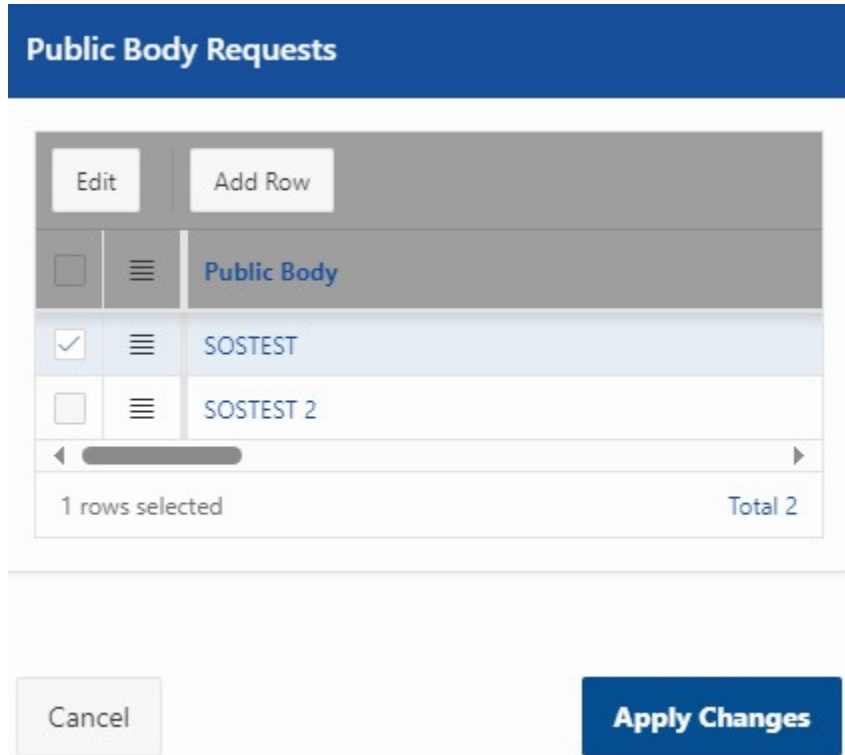


SHAKEN BABY PREVENTION EDUCATION INITIATIVE TASK FORCE - OKLA  
SHARON-MUTUAL PUBLIC SCHOOLS, DISTRICT I-003  
SHEEP & WOOL COMMISSION  
SKYLINE, INC. - BOARD OF DIRECTORS  
SMALL BUSINESS COMPLIANCE ADVISORY PANEL - OKLAHOMA DEPART  
SMART START - OKLAHOMA PARTNERSHIP FOR SCHOOL READINESS  
SNYDER HOUSING AUTHORITY  
SOLID WASTE MANAGEMENT ADVISORY COUNCIL - OKLAHOMA DEPAR  
SOONER THEATRE - BOARD OF DIRECTORS  
SOONER THEATRE - EXECUTIVE COMMITTEE  
SOS FOR FAMILIES, INC.  
SOSTEST  
SOSTEST 2  
SOSTEST 2

		Public Body	Authority Email	Authority
<input checked="" type="checkbox"/>		SOSTEST 2		

1 rows selected

**Step 5:** After confirming public body selection, click “Apply Changes” button.

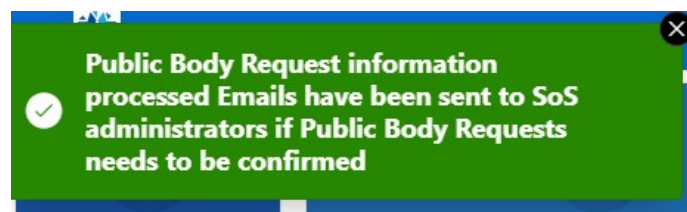


**Public Body Requests**

<input type="button" value="Edit"/> <input type="button" value="Add Row"/>	
<input type="checkbox"/>	Public Body
<input checked="" type="checkbox"/>	SOSTEST
<input type="checkbox"/>	SOSTEST 2

1 rows selected Total 2

**Step 6:** Confirmation displayed. Click “X” to close. Adding additional public body is complete, following approval by the Secretary of State’s office.

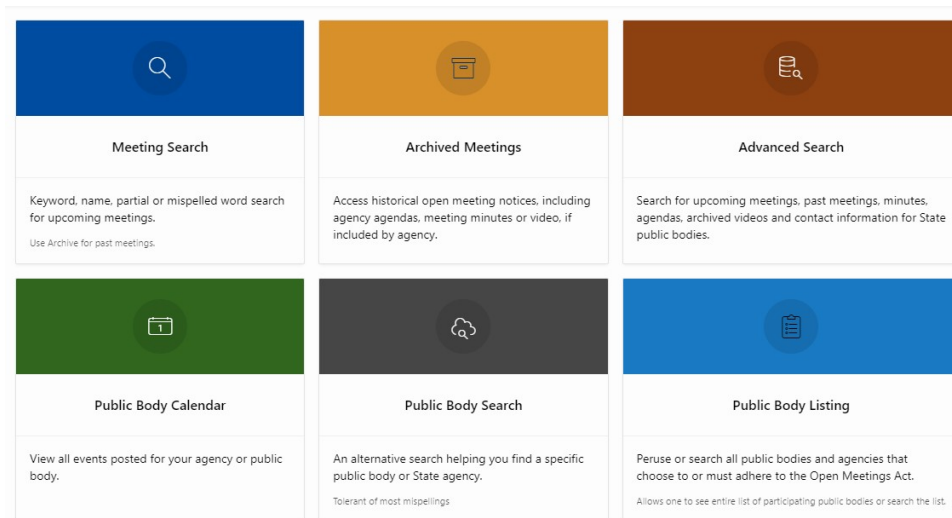


# Function: Posting Open Meeting Notices

## Posting Open Meeting Notices: Task 1 – Adding Regular or Special Meetings (9 Steps)

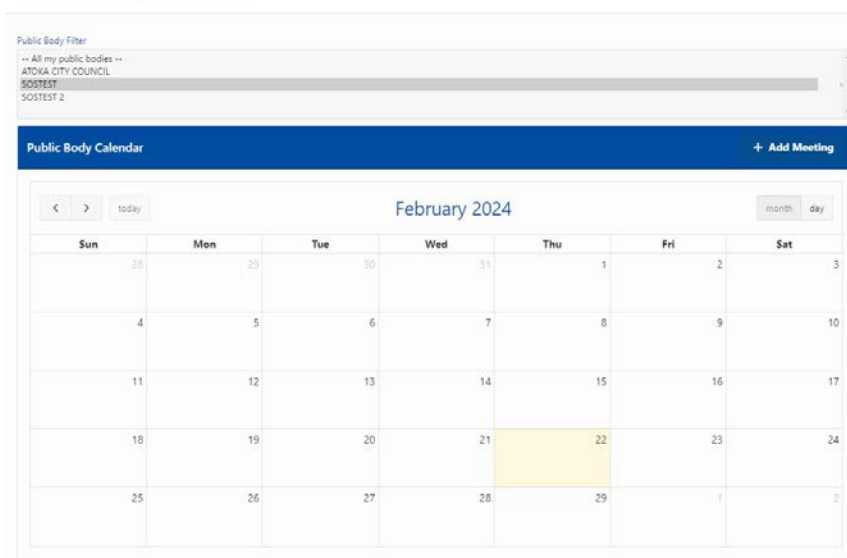
This task involves adding a new regular or special meeting under the user’s public body.

**Step 1:** Following login, click “Public Body Calendar” card on dashboard.



**Step 2:** Under Public Body Filter, select public body under which new meeting will be posted.

### Public Body Calendar



**Step 3:** On filtered public body calendar, select date meeting will occur (Example: March 14).

### Public Body Calendar

Public Body Filter

-- All my public bodies --
SOSTEST
SOSTEST 2

Public Body Calendar
+ Add Meeting

<
>
today

March 2024
month
day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Step 4:** Enter meeting type, start time, and location information and click “Create” button.

### Add / Edit Meeting

Start Date
03/14/2024
End Date
03/14/2024

Occurrence
Weekday
Repeating Ev...
Interval

Occurrence, Weekday, Repeating Every, and Interval are optional. Only complete fields if this meeting is recurring, i.e. every Monday.

Meeting

Type
Regular

Description

Meeting Start Time
Meeting End Time (Optional)

Location Name
Oklahoma State Capitol

Address
2300 N. Lincoln Blvd.
Room

Address 2

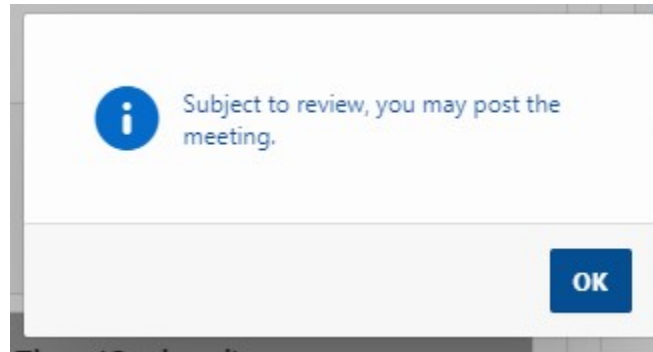
City
Oklahoma City
State
Oklahoma
Zip Code
73105

Virtual Meeting ID
Virtual Meeting Pass Code

Virtual Meeting URL

Cancel
Create

**Step 5:** Review notification and click “OK” button. User is taken to Meetings Not Posted page.



**Step 6:** On the Meetings Not Posted Page, click the icon under Preview/Post table heading. User is taken to preview of meeting entry.

### Meetings Not Posted

Preview/ Post	Edit	Public Body	Duration	Type	Location Name	Room	Occurrence	Weekday	Repeating Every	Interval	Start Time	End Time	Status
		SOSTEST	03/14/2024 - 03/14/2024	Regular	Oklahoma State Capitol						10:00 AM		Draft

**Step 7:** After confirming meeting information is correct, click “Post Meeting” button. (If edit is required, click “Return” button to edit meeting information.)

Notice of Meeting

Date/Time	Type	Location Name	Room	Address	Description
03/14/2024 10:00 AM	Regular	Oklahoma State Capitol		2300 N. Lincoln Blvd. Oklahoma City, OK 73105	

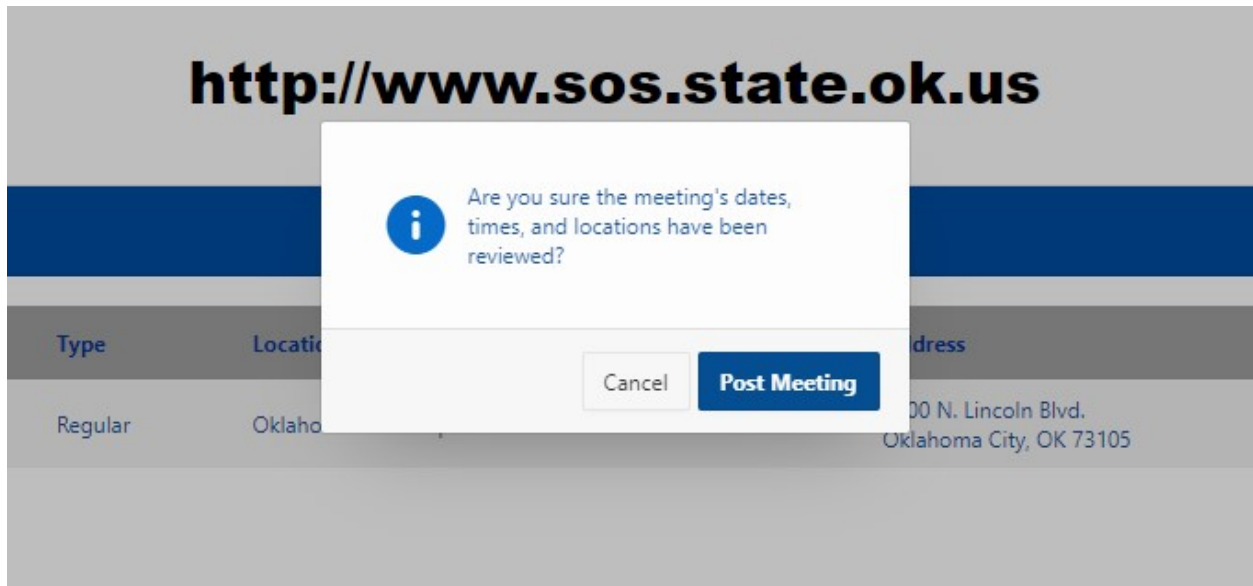
1 - 1

Return

Post Meeting



**Step 8:** Confirmation message is displayed. Click “Post Meeting” button.



**Step 9:** Posted meeting is now public and displayed on the Public Body Calendar.

### Public Body Calendar

-- All my public bodies --

ATOKA CITY COUNCIL

SOSTEST

SOSTEST 2

Public Body Calendar

+ Add Meeting

<

>

today

March 2024

month

day

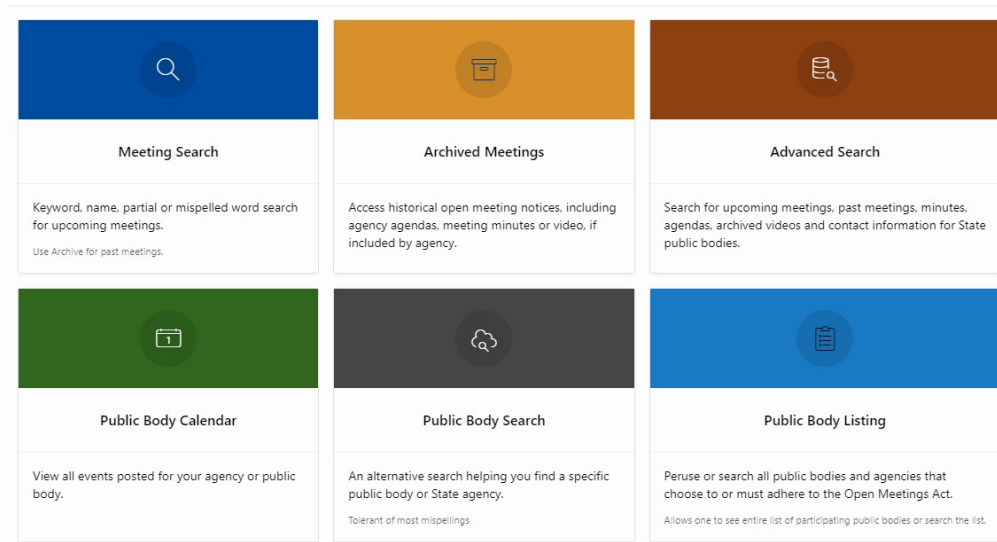
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

SOSTEST Oklahoma State Capitol

### Posting Open Meeting Notices: Task 2 – Amending Existing Regular or Special Meetings (4 Steps)

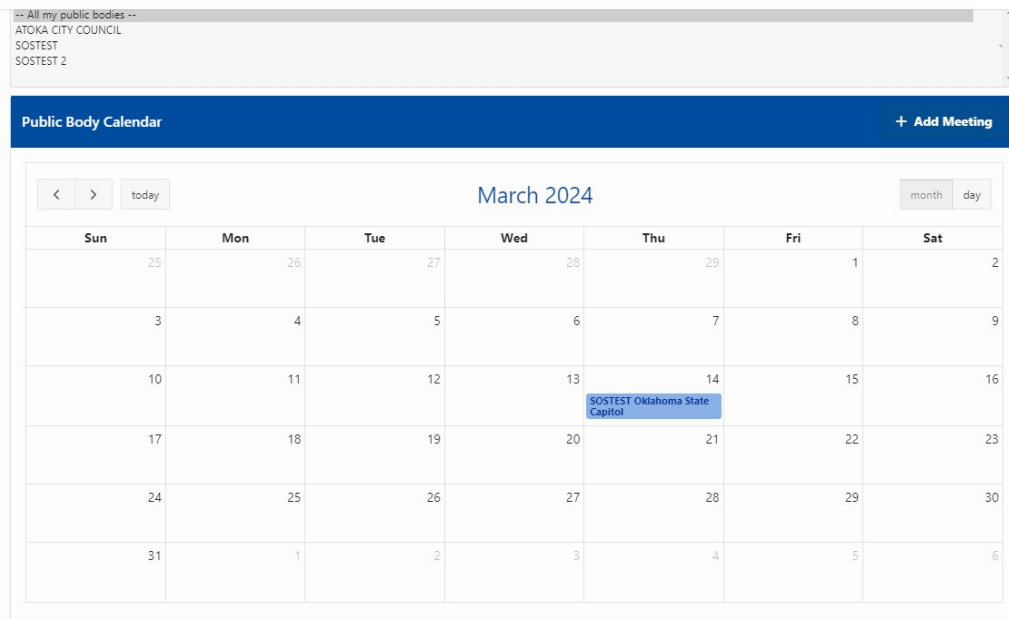
This task involves amending an existing regular or special meeting that has been posted to the Secretary of State’s website.

**Step 1:** Following login, click “Public Body Calendar” card on dashboard.



**Step 2:** Locate and click on existing meeting on Public Body Calendar (Example: March 14).

### Public Body Calendar



**Step 3:** Update date, time, and/or location of meeting and click “Amend Meeting” button.

Amend or Upload Documents

Public Body  
SOSTEST

Meeting

Start Time  
03/14/2024 10:00AM

End Time

Status  
New

Type  
Regular

Virtual Meeting ID

Virtual Meeting Pass Code

Virtual Meeting URL

Posted By  
Peggy Coe

Comments

Location

Name  
Oklahoma State Capitol

Address  
2300 N. Lincoln Blvd.

Room

City  
Oklahoma City

State  
OK

Postal Code  
73105

Attachments

Add Attachment

Return

Cancel Meeting

Amend Meeting

**Step 4:** Meeting amendment is complete and updated meeting information is now displayed on the public body calendar.

## Public Body Calendar

Public Body Filter

-- All my public bodies --  
ATOKA CITY COUNCIL  
SOSTEST  
SOSTEST 2

Public Body Calendar

+ Add Meeting

<

>

today

March 2024

month

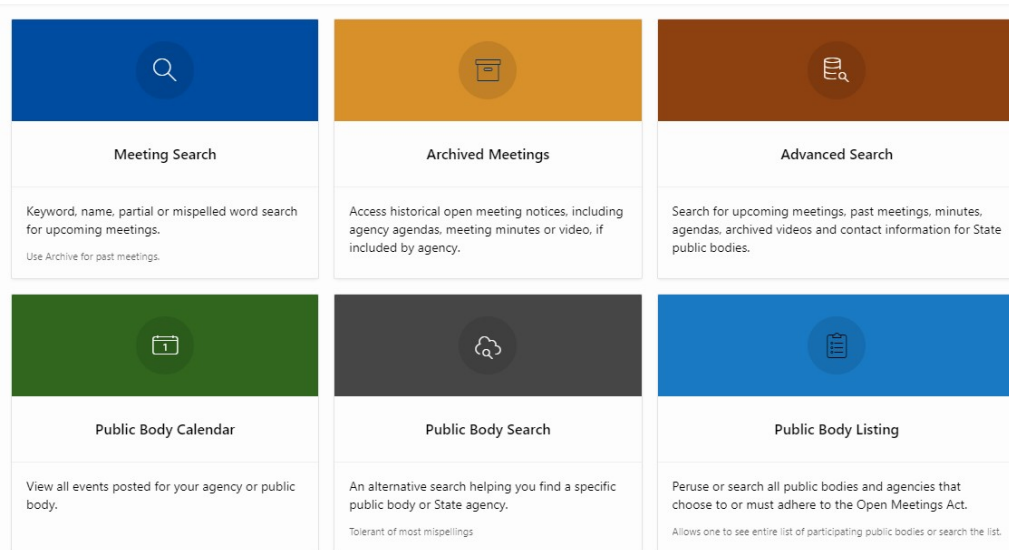
day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	<div> <div>SOSTEST Oklahoma State Capitol</div> <div> SOSTEST Oklahoma State Capitol  2024-03-14 11:00 AM  Amended Regular  2300 N. Lincoln Blvd.  Oklahoma City, OK 73105 </div> </div>	22	23
24	25	26	27		29	30
31	1	2	3		5	6

### Posting Open Meeting Notices: Task 3 – Cancelling Existing Regular or Special Meetings (4 Steps)

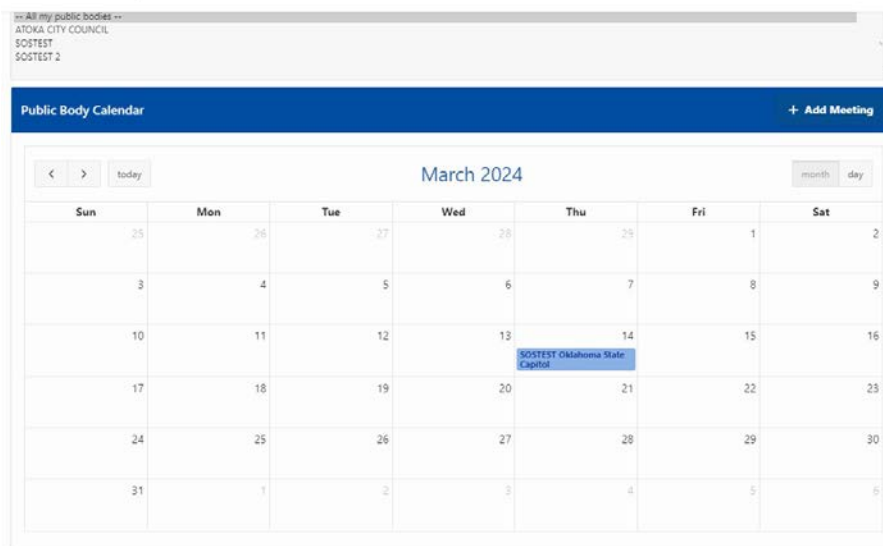
This task involves cancelling an existing regular or special meeting that has been posted to the Secretary of State’s website.

**Step 1:** Following login, click “Public Body Calendar” card on dashboard.

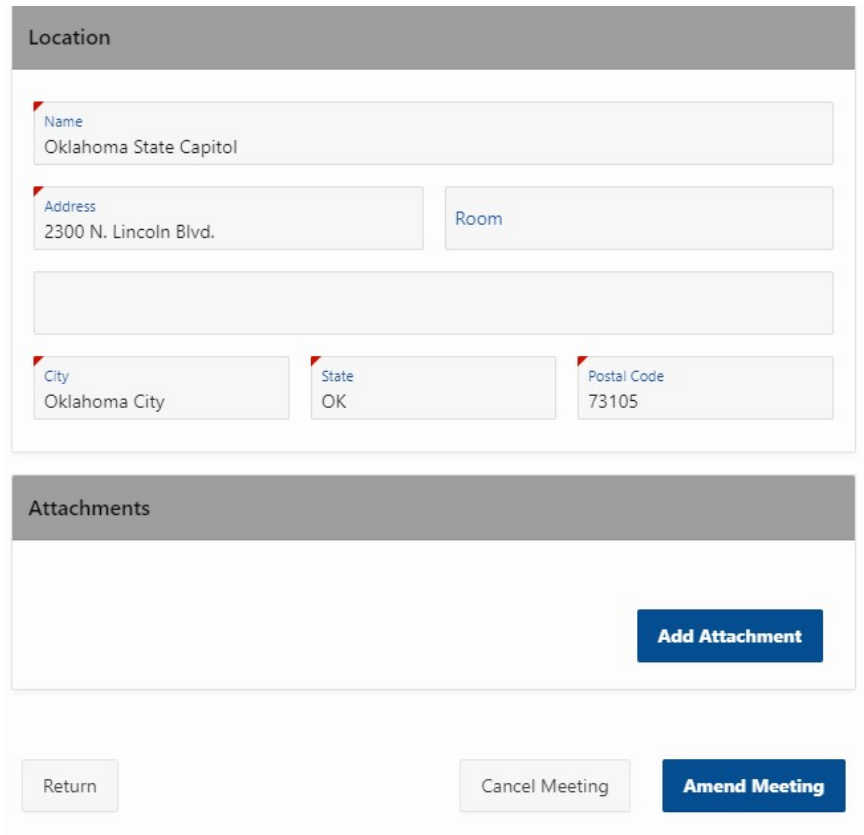


**Step 2:** Locate and click on existing meeting on Public Body Calendar (Example: March 14).

#### Public Body Calendar

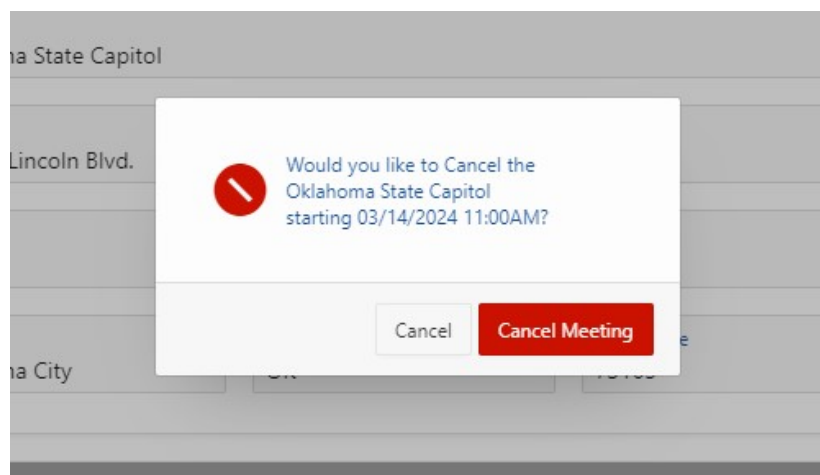


**Step 3:** Scroll to bottom of Amend/Edit window and click “Cancel Meeting” button.



The screenshot shows the 'Amend/Edit' window for a meeting. The 'Location' section contains the following fields: Name (Oklahoma State Capitol), Address (2300 N. Lincoln Blvd.), Room (empty), City (Oklahoma City), State (OK), and Postal Code (73105). Below the location fields is an 'Attachments' section with an 'Add Attachment' button. At the bottom of the window are three buttons: 'Return', 'Cancel Meeting', and 'Amend Meeting'.

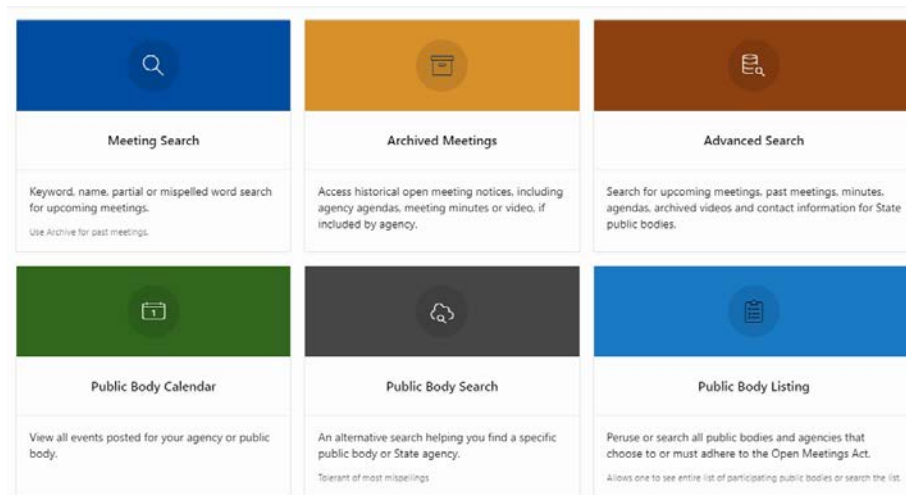
**Step 4:** Review confirmation message and click “Cancel Meeting” button. Meeting cancellation is complete.



### Posting Open Meeting Notices: Task 4 – Adding Optional Documents to Posted Meeting Notices (4 Steps)

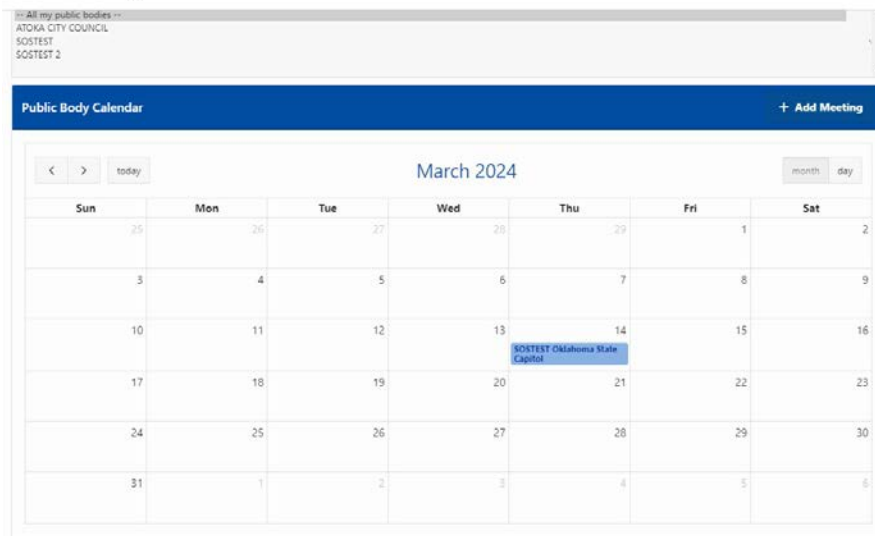
This task involves attaching optional agendas or meeting minutes to existing meetings that have been posted to the Secretary of State’s website.

**Step 1:** Following login, click “Public Body Calendar” card on dashboard.

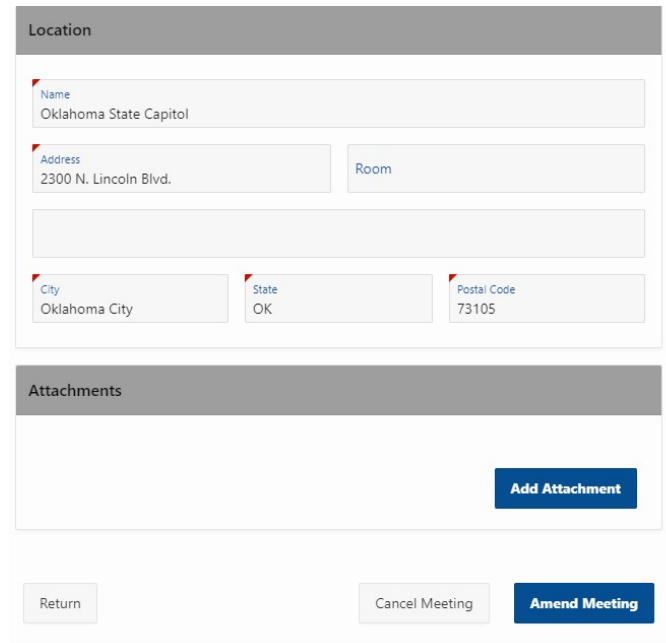


**Step 2:** Locate and click on existing meeting on Public Body Calendar (Example: March 14).

#### Public Body Calendar

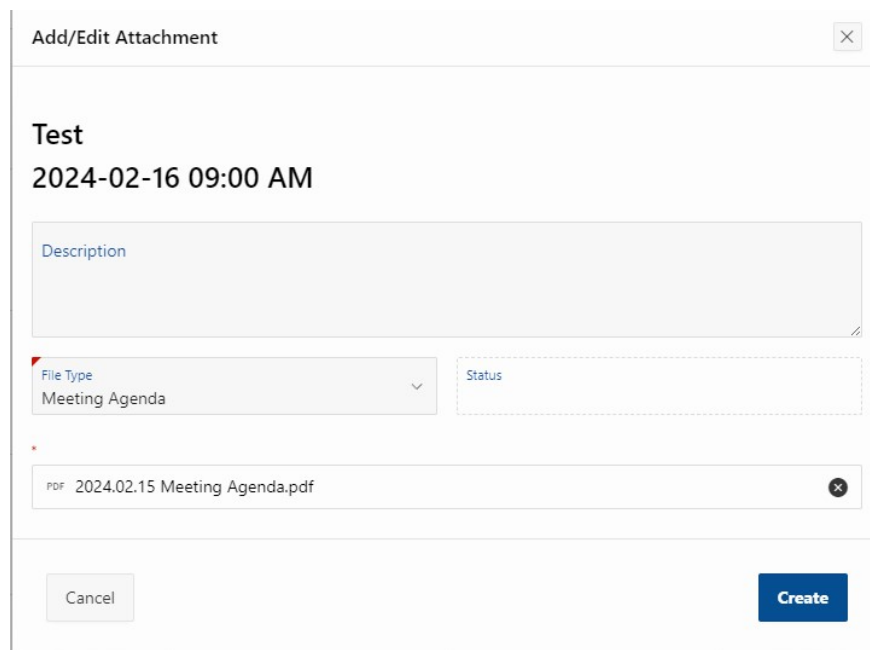


**Step 3:** Scroll to bottom of Amend/Edit window and click “Add Attachment” button.



The screenshot shows the 'Location' and 'Attachments' sections of a web form. The 'Location' section has a grey header and contains several input fields: 'Name' (Oklahoma State Capitol), 'Address' (2300 N. Lincoln Blvd.), 'Room' (empty), 'City' (Oklahoma City), 'State' (OK), and 'Postal Code' (73105). Below this is the 'Attachments' section, also with a grey header, which is currently empty. At the bottom right of the 'Attachments' section is a blue 'Add Attachment' button. At the bottom of the entire form are three buttons: 'Return', 'Cancel Meeting', and 'Amend Meeting'.

**Step 4:** User adds optional description, attaches document in PDF, and clicks “Create” button.



The screenshot shows a modal window titled 'Add/Edit Attachment'. It contains a 'Test' title and a timestamp '2024-02-16 09:00 AM'. Below this is a large text area for 'Description'. Underneath the description is a 'File Type' dropdown menu set to 'Meeting Agenda' and a 'Status' field. A red asterisk indicates a required field. Below these is a file upload area showing a PDF file named '2024.02.15 Meeting Agenda.pdf'. At the bottom of the window are two buttons: 'Cancel' and 'Create'.