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**

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 and select login on the top right corner of the browser screen.
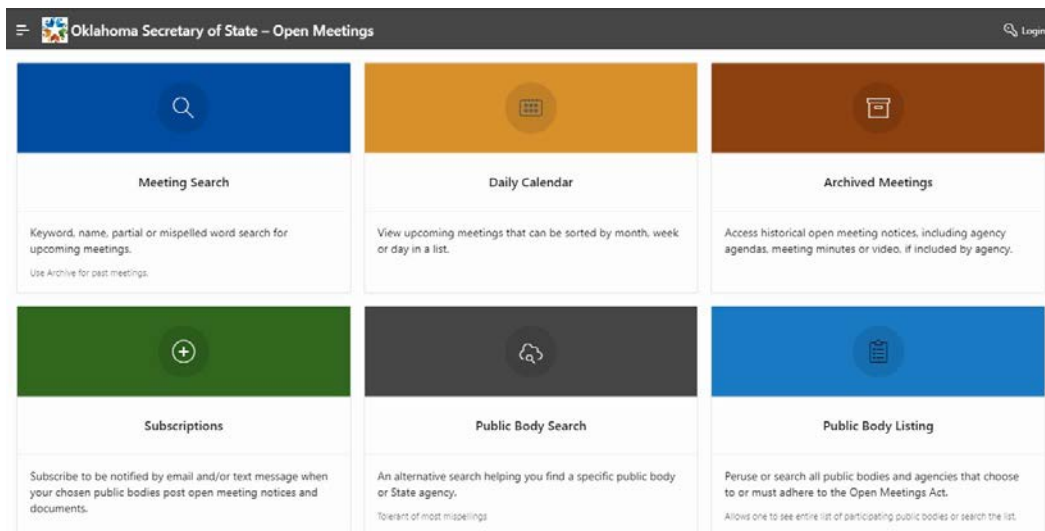
Step 2: On login screen, click "Account Request" button below the "Sign In" button.
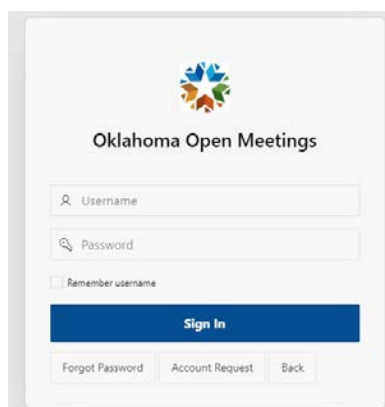
Step 3: Review disclaimer and click "Accept" button to continue to the registration page.

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.

Step 5: Review confirmation message and click "OK" button.
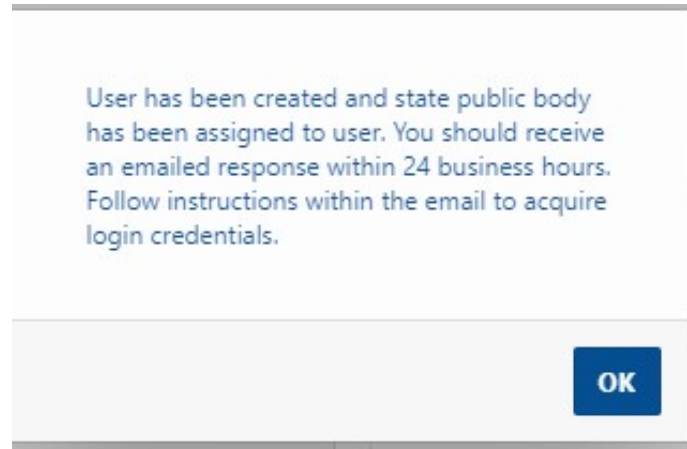
Step 6: Username and temporary password are emailed to the user, following Secretary of State approval (**Please allow up to 24 hours**). Click "Open Meetings Application" link in email.

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.
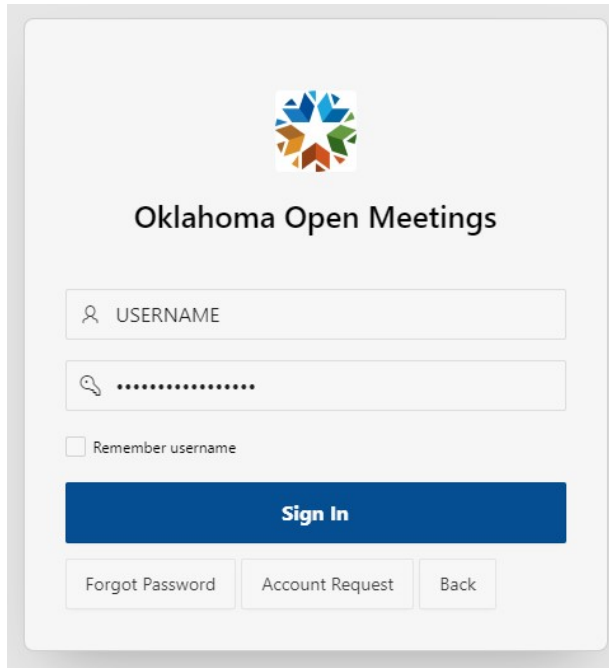The account information is:

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

Please login to the Open Meetings Applicaton, 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 minimun 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
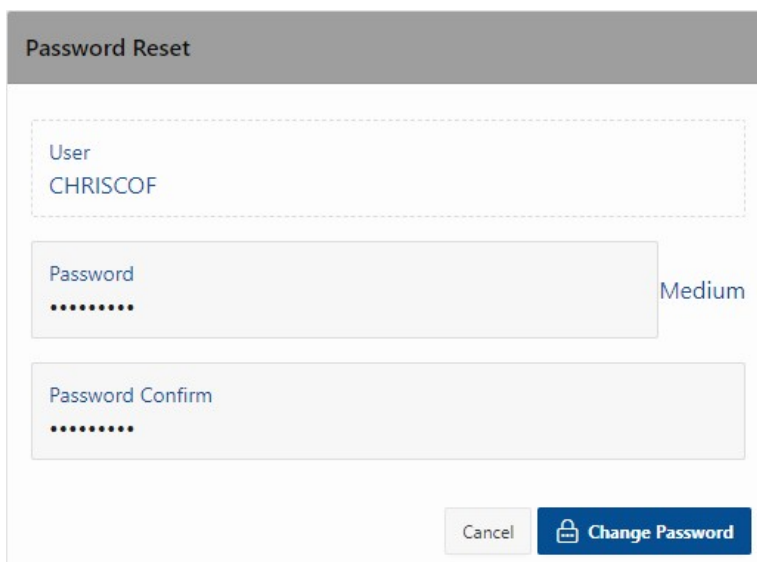
Thank you,
Oklahoma Secretary of State
Open Meetings

Step 7: Enter username, temporary password, and click "Sign In" button.

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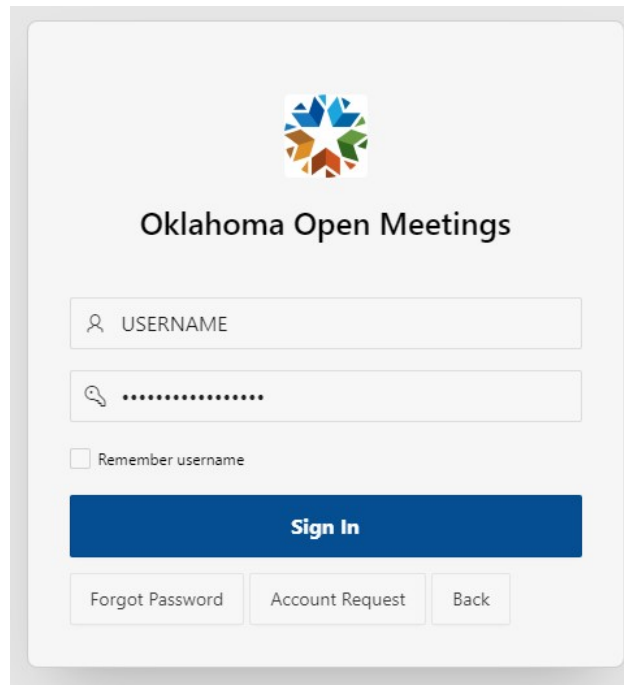
Account Management: Task 2 – Password Resets (6 steps)

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

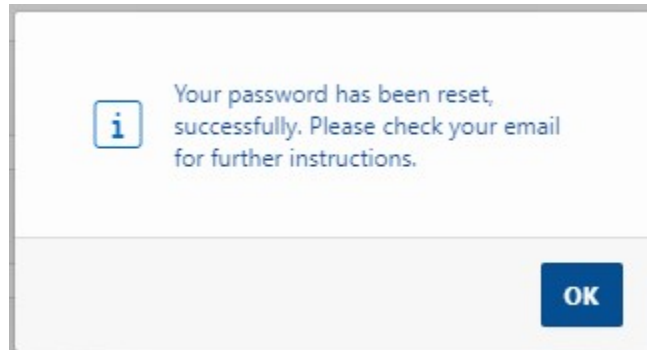**Step 1:** Click "Forgot Password" button on login panel.

Step 2: Enter username, email address, and click "Submit" button.

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 -

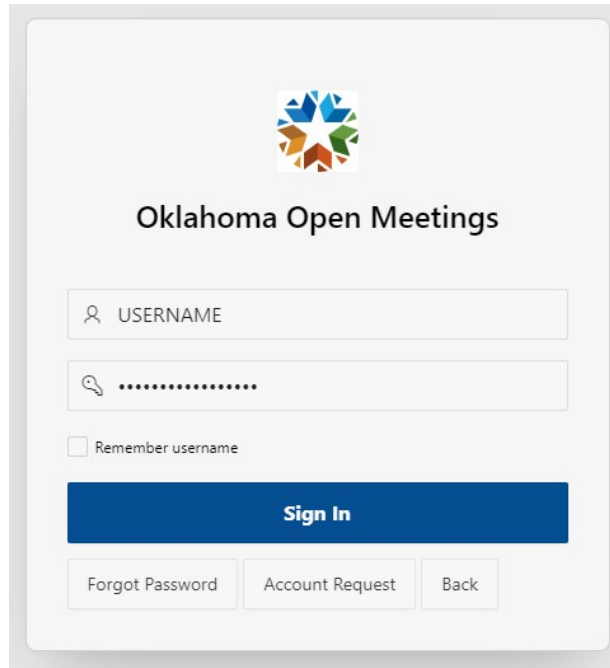Password - MU2SJJFL (This temporary password will expire in 24 hours)

Please login to the Open Meetings Applicaton, 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 minimun 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

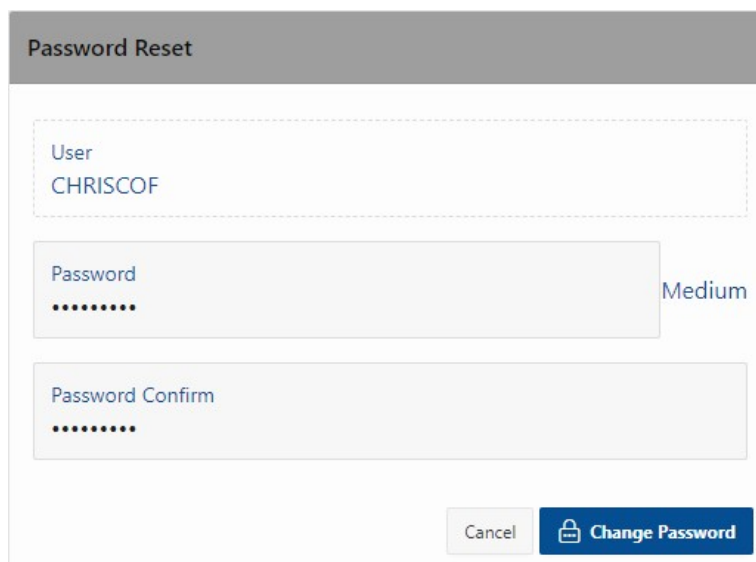Thank you,
Oklahoma Secretary of State
Open Meetings

Step 5: Enter username, temporary password, and click "Sign In" button.

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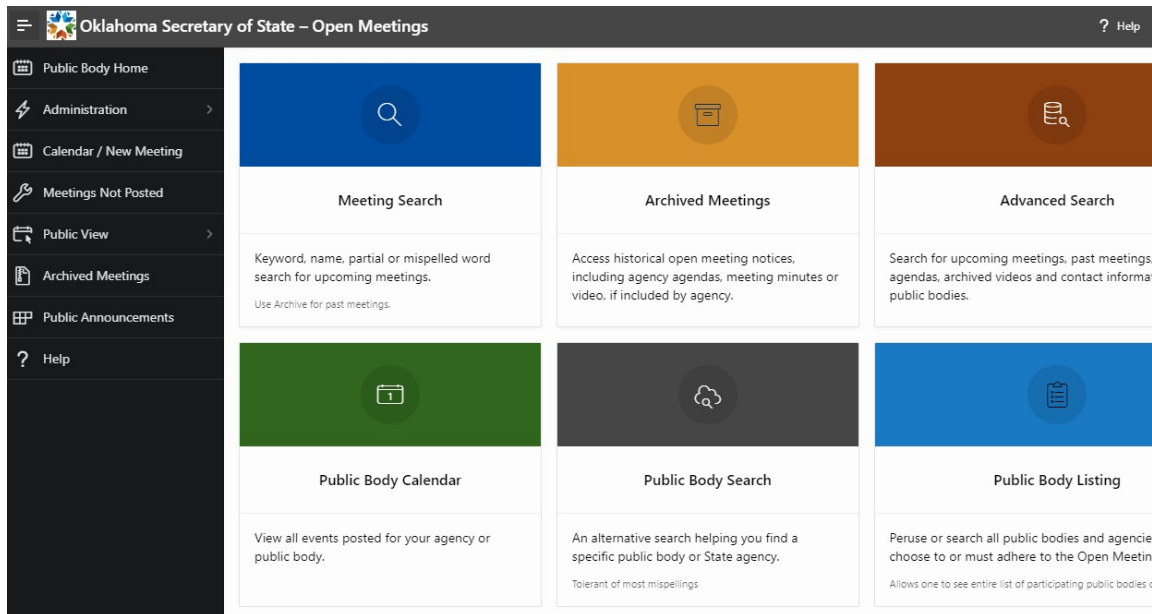
Account Management: Task 3 – Updating Account Information (4 steps)

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).
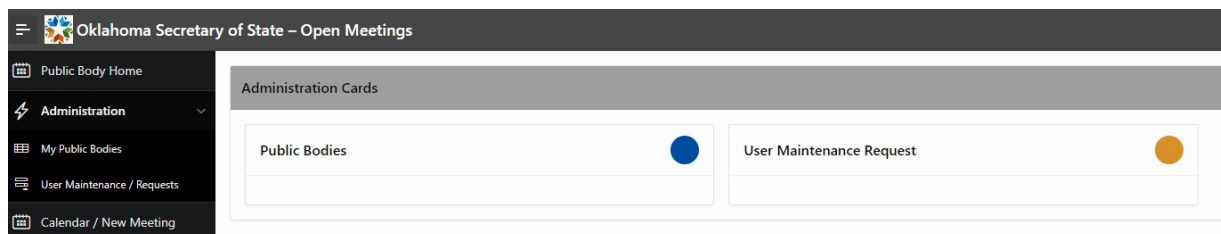
Step 3: Update address, phone, email, or website and click "Apply Changes" button.

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

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.

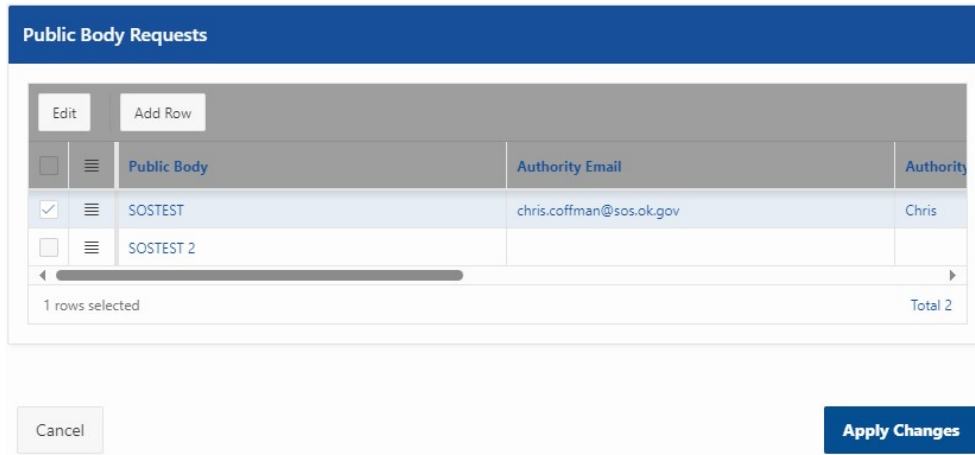**Step 1:** Click the menu icon in the top left corner of the page and click "Administration" link.
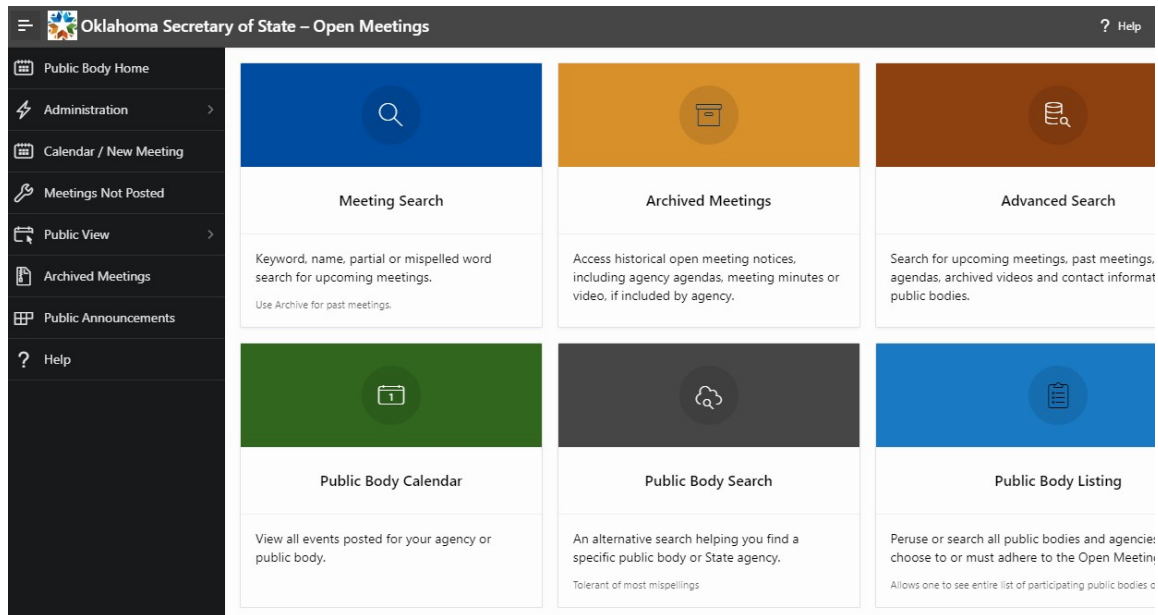
Step 2: Click "User Maintenance Request" card.
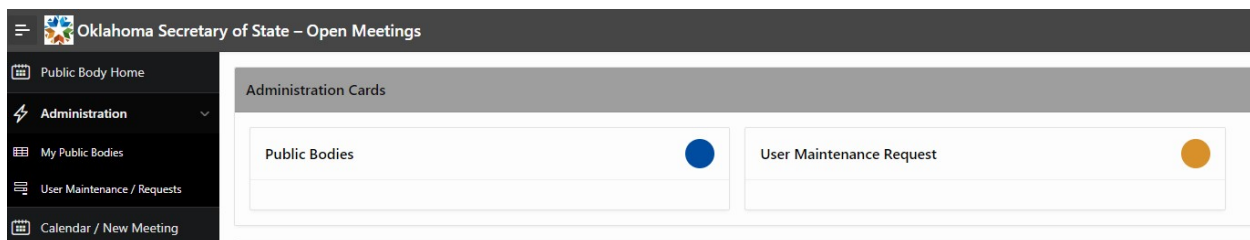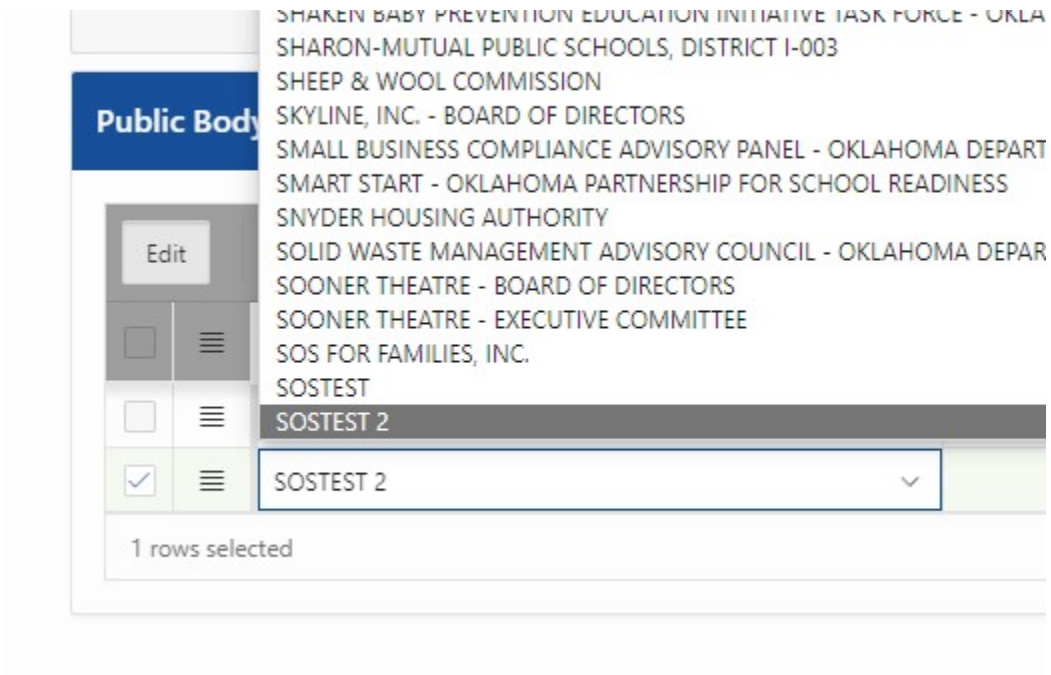
Step 3: Click "Add Row" button under Public Body Requests.

Step 4: Using the dropdown menu on the new row, select public body to add to user.
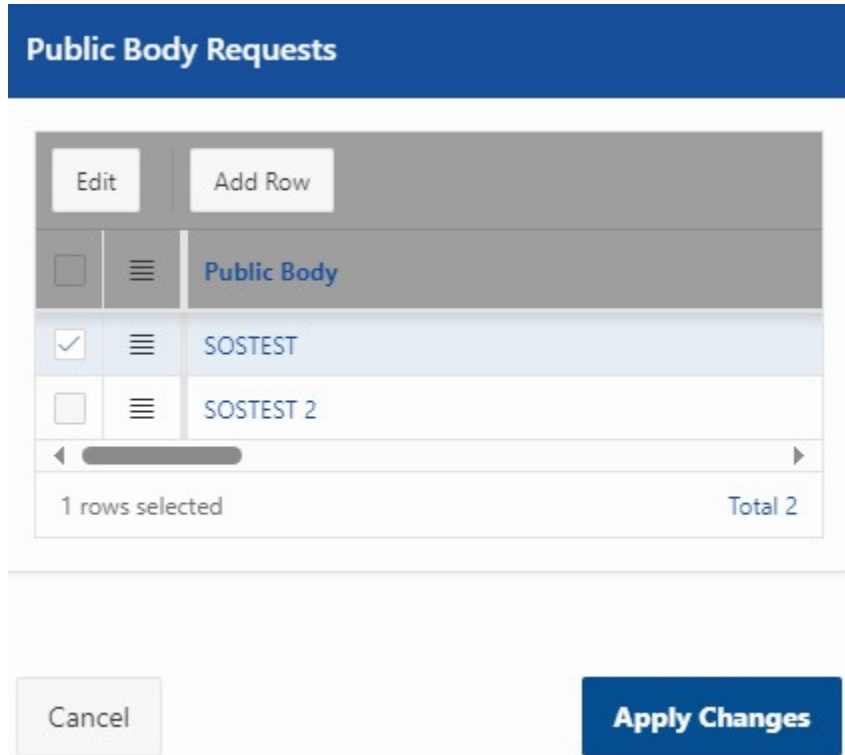
Step 5: After confirming public body selection, click "Apply Changes" button.

Step 6: Confirmation displayed. Click "X" to close. Adding additional public body is complete, following approval by the Secretary of State's office.
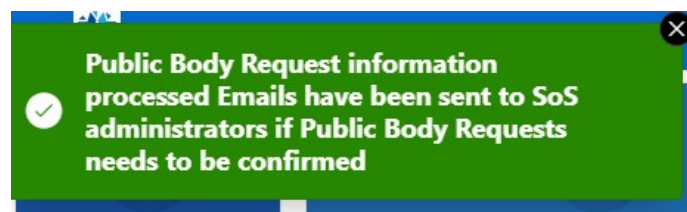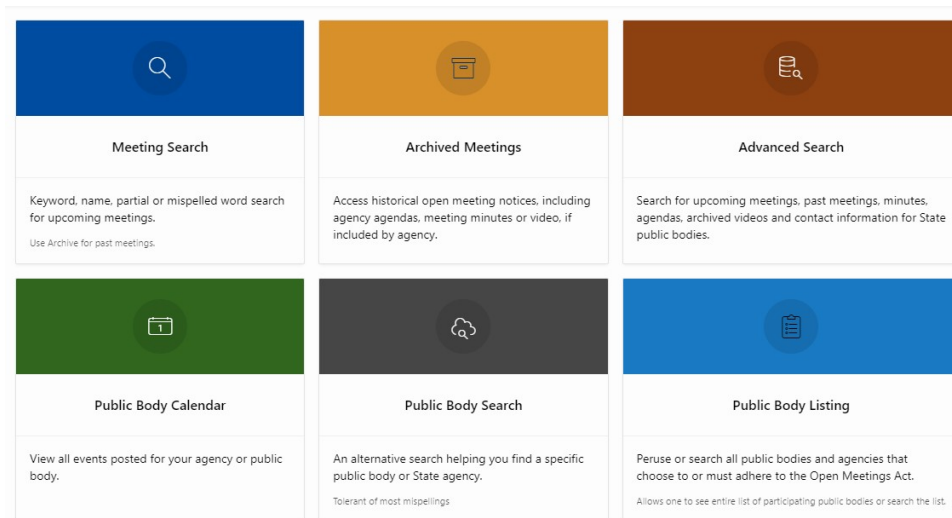
Function: Posting Open Meeting Notices

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.

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

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

Step 5: Review notification and click "OK" button. User is taken to Meetings Not Posted page.
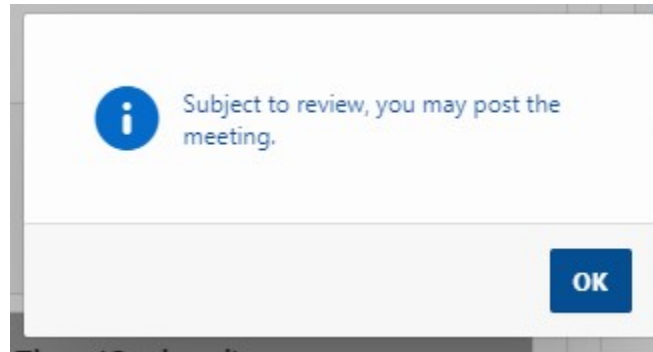
Step 6: On the Meetings Not Posted Page, click the icon under Preview/Post table heading. User is taken to preview of meeting entry.

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

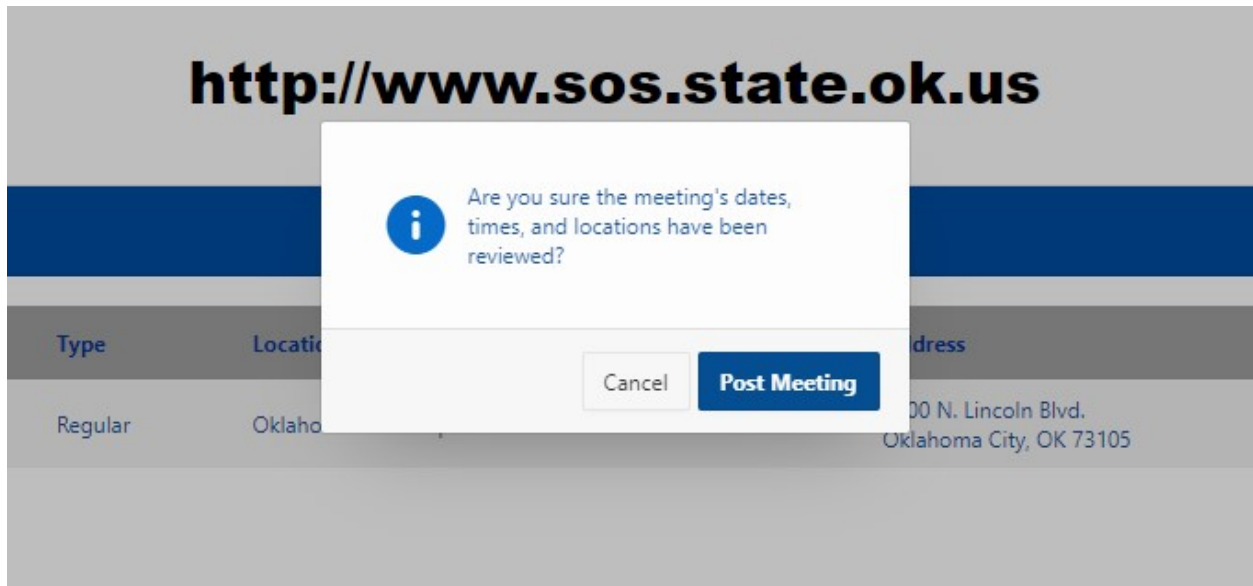| Date/Time	Type	Location Name	Room	Address	Description
03/14/2024 10:00 AM	Regular	Oklahoma State Capitol		2300 N. Lincoln Blvd. Oklahoma City, OK 73105	

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.

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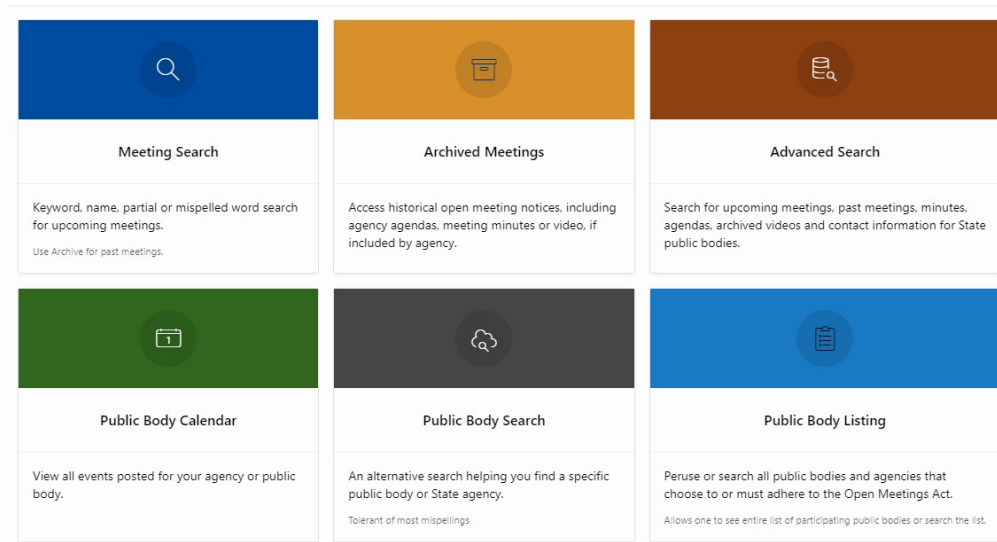
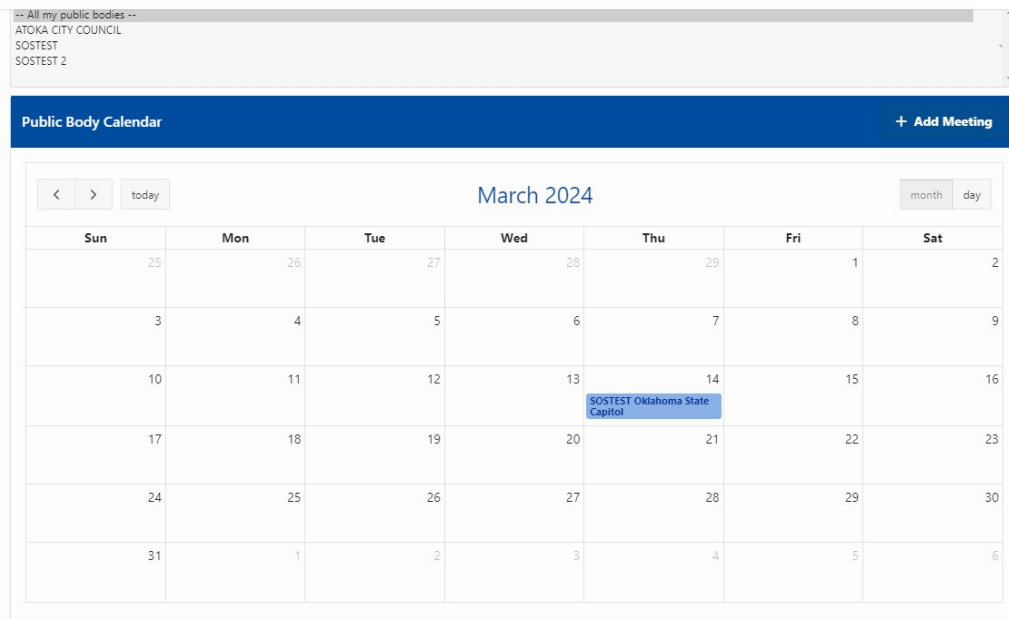**Step 2:** Locate and click on existing meeting on Public Body Calendar (Example: March 14).

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   Type
New   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   State   Postal Code
Oklahoma City   OK   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
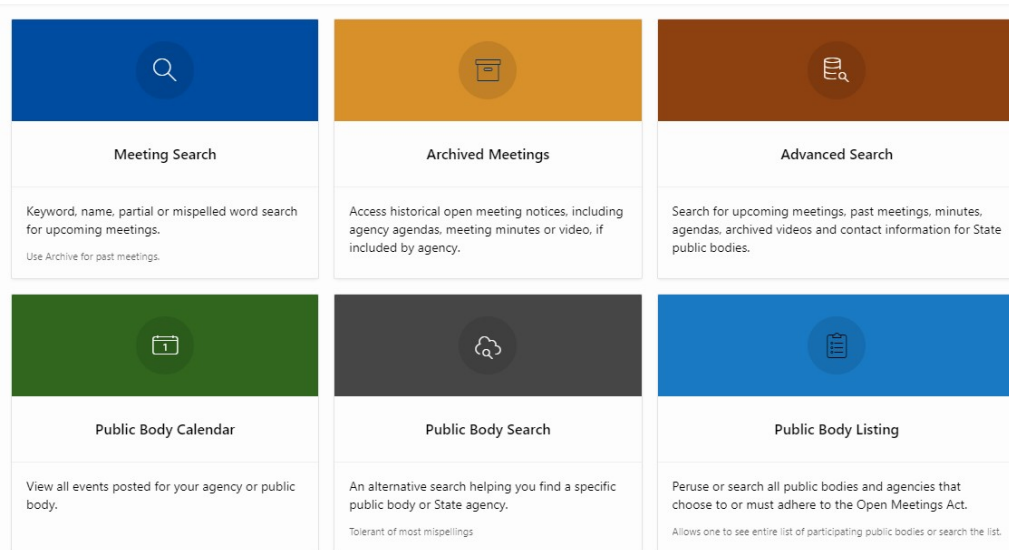
| **Public Body Calendar** | | | | | | **+ Add Meeting** |

| < | > | 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 SOSTEST Oklahoma State Capitol	15	16
17	18	19	20	SOSTEST Oklahoma State Capitol 2024-03-14 11:00 AM	22	23
24	25	26	27	Amended Regular 2300 N. Lincoln Blvd.	29	30
31	1	2	3	Oklahoma City, OK 73105	5	6

Posting Open Meeting Notices: Task 3 – Cancelling Existing Regular or Special Meetings (4 Steps)
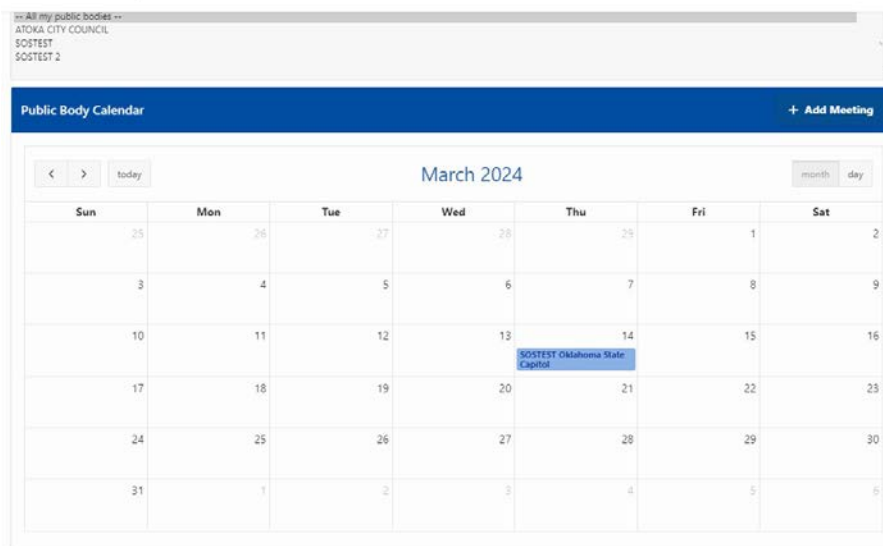
This task involves cancelling an existing regular or special meeting that has been posted to the Secretary of State's website.

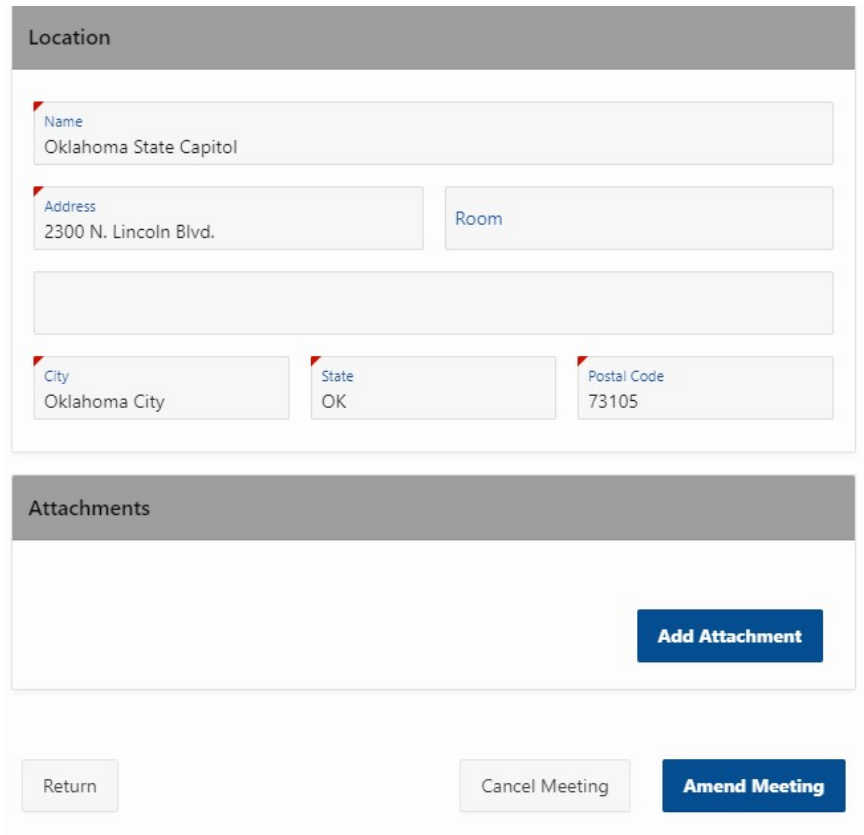**Step 1:** Following login, click "Public Body Calendar" card on dashboard.

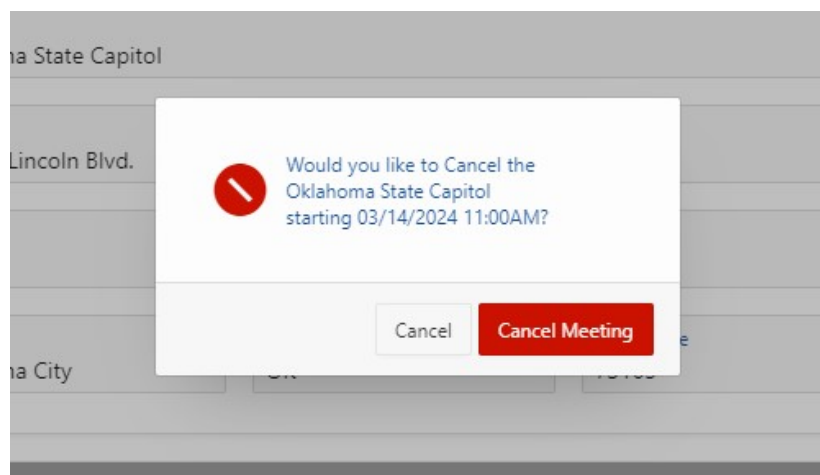**Step 2:** Locate and click on existing meeting on Public Body Calendar (Example: March 14).

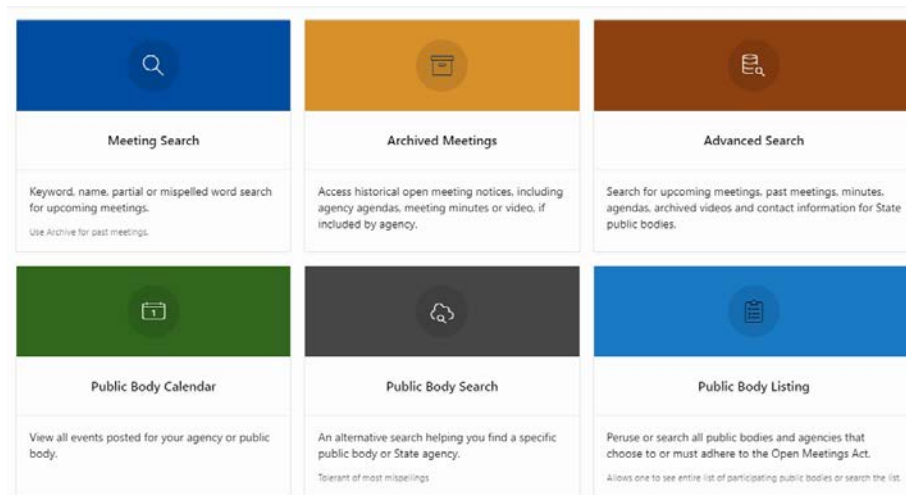**Step 3:** Scroll to bottom of Amend/Edit window and click "Cancel Meeting" button.

Step 4: Review confirmation message and click "Cancel Meeting" button. Meeting cancellation is complete.

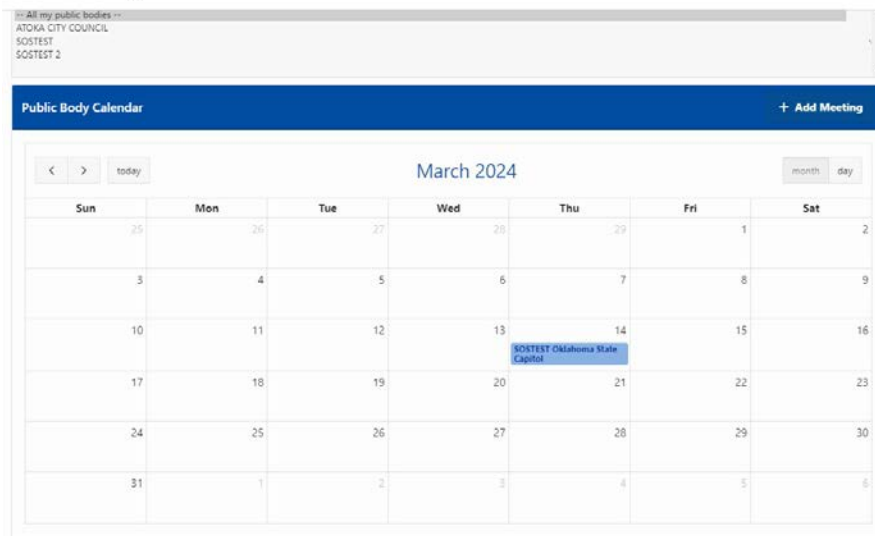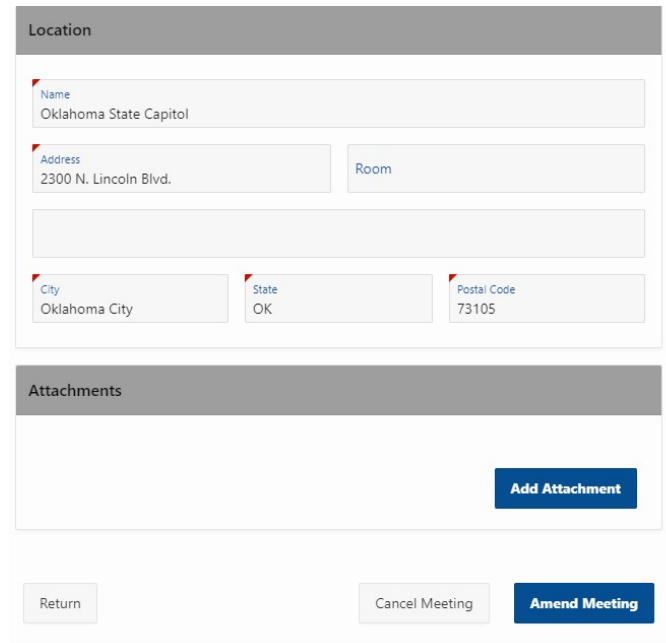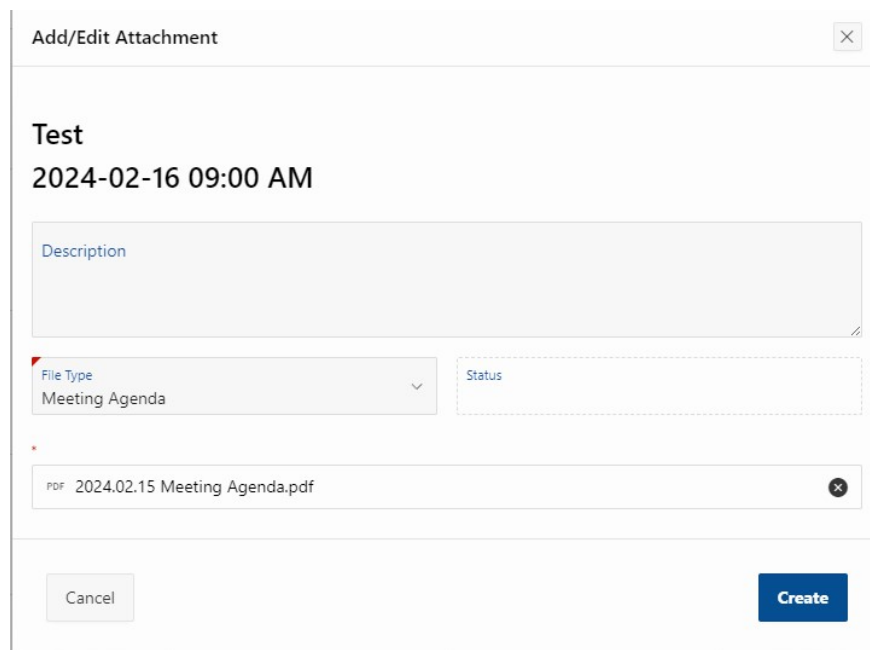**Posting Open Meeting Notices: Task 4 – Adding Optional Documents to Posted Meeting Notices (4 Steps)**

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).

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

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