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| A close up of a logo  Description automatically generated | IT Regulatory Reporting Application Tool Guide |



Go to [O365 SharePoint application](https://officemgmtentserv.sharepoint.com/sites/extranet/MS/Lists/IT%20Statutory%20and%20Regulatory%20Reporting/Submitted.aspx) and log in with your O365 email address and password.

If you do not have access to the application, visit the [OMES Service Desk](file:///C%3A%5CUsers%5C171384%5CAppData%5CLocal%5CTemp%5C7zO07AE7CB6%5CITRegulatoryReportingTraining.docx) and include “Assign this case to the app support-cots-ecm/imaging team” in your request.



# Overview

Once logged in, you will be on the **IT Statutory and Regulatory Reporting** tab. Select the + **new item** link to pull up a new form.

**Report Details** provides background and purpose for submitting reports to OMES IS.

**Instructions** provides details on how to complete the form.

# Select your report

The available IT statutory and regulatory reports for your selection are listed after the **Instructions** section. Based on your agency/affiliate type, please select **Yes** or **No** as your answer for each report in the form.

Selecting **Yes** will expand that section of the form with instructions on how to finalize your report.

# Telecommunication plans, IT assets, IT positions

Each report will ask you to download and complete the template then upload your final completed file to the form.

To **upload an attachment**, use the ribbon at the top to attach a file.

To **edit your form** once submitted, select **ellipsis (. . .)** for your report and select **edit item**. You will be able to delete and reupload an attachment and change your answer for each report. When finished editing, please resubmit. *NOTE: If you have previously reported and are reporting again for a new fiscal year, select* ***+new item*** *to start a new form for that fiscal year.*



# IT accessibility

Fill in the required fields for your accessibility compliance representative. If you received accessibility complaint(s), please include accessibility complaint information in an attachment. No template necessary.



# Saving or cancelling your reports

Once you have completed the sections you are reporting, select **save**. This will submit your form for OMES IS review. Select **cancel** to cancel your form.
 *NOTE: If you have previously reported and are reporting again for a new fiscal year, select* ***+new item*** *to start a new form for that fiscal year.*



# Form status

After submitting your form, you can check the status by going to the **Submitted** tab. You will see your form and the status should be listed as **Approved** or **Denied**.



# Questions

We are at your service to help with your technology requests. If you experience any issues, please contact the [OMES Service Desk](https://omes.ok.gov/services/information-services/customer-service-desk).

[Tech Desk](https://omes.cherwellondemand.com/)

ServiceDesk@omes.ok.gov

**Local:** 405-521-HELP (4357)

**Toll-free:** 866-521-2444

**My Items**View status of current requests or give an update to the technician.

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