



WELCOME

to the

M.C. CONNORS
STATE OFFICE BUILDING

2501 N. Lincoln Blvd., Oklahoma City, OK 73105

This guide contains information we hope you will find helpful not only during your transition, but also while you are an employee based in the Capitol Complex.



The M.C. Connors Building currently hosts employees from the Medical Marijuana Authority, the Pardon and Parole Board and the Board of Nursing as well as several OMES teams – Budget, Policy and Gaming Compliance; Civil Service Division; and some of Information Services.

This guide is meant to help OMES employees who work in Connors become familiar with the area and what it has to offer. It includes a Capitol Complex map, OMES resources and suggestions for local eateries.

Thank you for your service to our state. Let's "Get to Yes" together.

BADGES

Connors requires badge access for all employees. Badges are provided during the employee onboarding process and should allow you to get anywhere you need to be in the building. If you need a replacement badge, you must submit a request through the [OMES ServiceNow portal](#). The OMES Oklahoma Cyber Command Physical Security team will contact you to deactivate your old badge and create a new one.



BADGE DO'S AND DON'TS

- **DO** wear your badge visibly above your waist at all times.
- **DO** scan your badge at all controlled entrances and exits.
- **DON'T** follow someone through a secure door without scanning your badge.
- **DON'T** allow someone to follow you through a secure door without their badge, even if you know them.
- **DON'T** bypass access control measures by propping doors open, even for a short time.

Visitors, employees and contractors without the proper clearance must be escorted at all times by an employee with proper clearance.

TENANT WORK ORDERS

Agencies in OMES-managed buildings must have a tenant liaison who serves as the key communicator of maintenance issues to the central maintenance shop.

The tenant liaison is the only person who can initiate the tenant work order process. If you do not know who your tenant liaison is, please email facilities.help@omes.ok.gov.

EMERGENCY PROCEDURES

Crisis situations such as fires, bombs or bomb threats, tornados, severe weather conditions, power blackouts and other emergencies can occur with little, if any, warning. Preparing for incidents such as these can result in better protection of people and property. The best way to prepare for the potentially harmful effects of both human-caused incidents and natural disasters is to ensure Connors Building occupants know how to respond in an emergency. This involves planning, training and rehearsal.

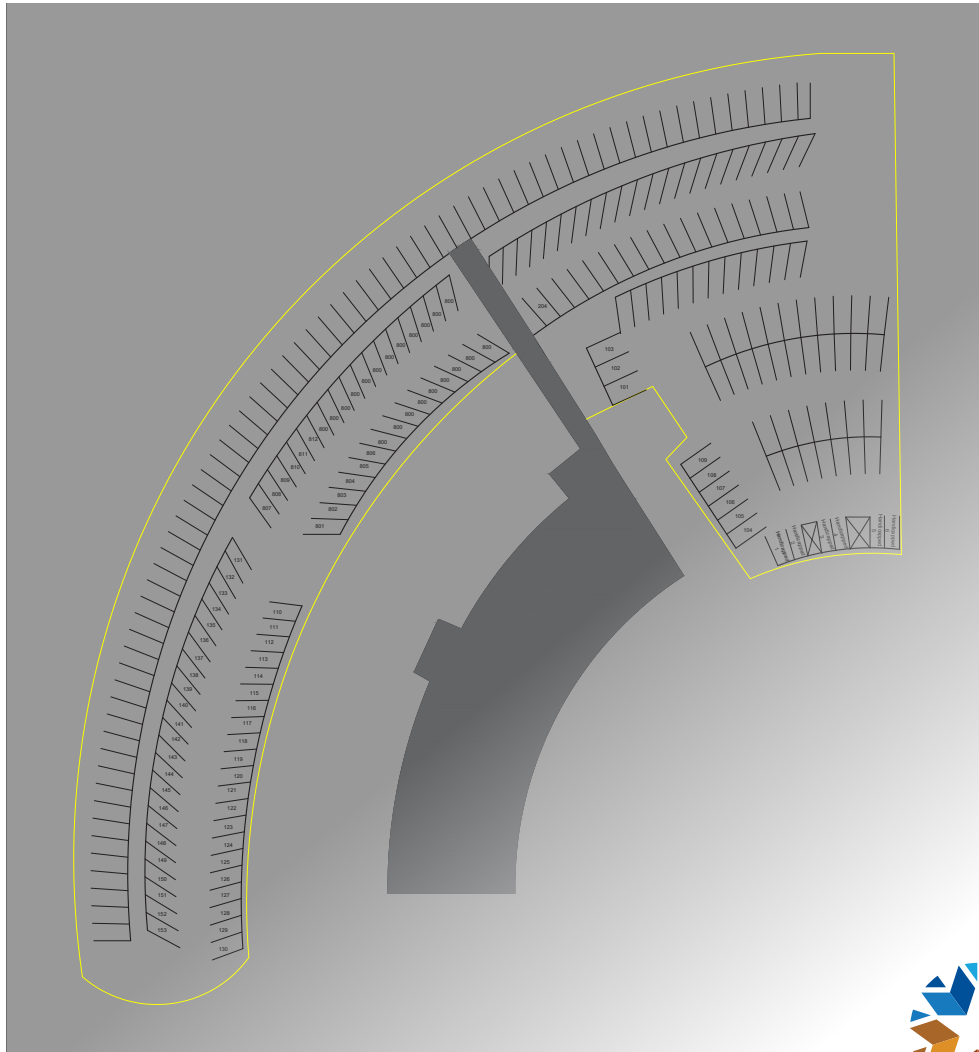
The [Connors Building Emergency Procedures User Guide](#) provides crisis reference information for many emergency situations. Email questions or comments about this information to risk.coordinator@omes.ok.gov.

You are encouraged to sign up for [direct weather alerts](#) from the Oklahoma Department of Public Safety.

PARKING

The Connors Building parking lot is reserved for tenants and visitors. There is also an overflow lot available between North Lincoln Boulevard and North Stiles Avenue, just northwest of the Connors Building. Access to the building is provided by the skywalk over Lincoln Boulevard. The skywalk can be entered using your badge.

If needed, additional parking for OMES employees is available in a designated section of the Oklahoma History Center (800 Nazih Zuhdi Drive), accessible via the basement tunnel from the Sequoyah Building. Review the [Capitol Complex Parking Map](#) for locations of all parking options.



PARKING LOT SAFETY

When parking in any Capitol Complex lot, lock your doors to ensure your items are protected. Be aware of your surroundings, especially when it is dark outside, to ensure you get to your vehicle safely.

LEAVING THE M.C. CONNORS BUILDING

When leaving the Connors parking lot, drive straight ahead to get on north Lincoln Boulevard. Turn left and remain in the right lane to merge onto south Lincoln Boulevard.

GENERAL OFFICE/CUBICLE SPACE

Keep offices and cubicles neat and free of clutter and unnecessary personal items. Don't place any bookshelves, filing cabinets, tables, plants, etc., on the outside walls of cubicles or offices, and don't place any items on the air receptacles along the walls. All walkways and common or open spaces, including doorways, should remain uncluttered.

The [Connors Building second-floor resources map](#) shows where to find stairs, elevators, restrooms and emergency exits on the second floor.

The [Connors Building second-floor teams map](#) shows where to find OMES teams on the second floor.

The [Connors Building third-floor resources map](#) shows where to find stairs, elevators, restrooms and emergency exits on the third floor.

The [Connors Building third-floor teams map](#) shows where to find OMES Information Services on the third floor.

CONNORS CONFERENCE ROOMS

The Arc Conference Room is located on the fourth floor in the Connors Building. Employees can reserve this room or one of its two additional side rooms (Arc South Mini-Conference Room or Arc North Mini-Conference Room) by searching for and selecting it in the meeting location field when creating a calendar invite in Outlook or Teams. The reservation request will be accepted or denied based on availability. Each conference room has A/V capabilities.

ROOM NAME	ROOM NUMBER	ROOM LOCATION
OMES M.C. Connors Ste. 400 Arc Conference Room – Main	400	Fourth floor, east
OMES M.C. Connors Ste. 402 Arc Conference Room – Breakout Room South	402	Fourth floor, south
OMES M.C. Connors Ste. 403 Arc Conference Room – Breakout Room North	403	Fourth floor, north

NURSING ROOM FOR MOTHERS

Connors has one nursing room available to OMES employees that is located on the first floor in Room 132. Remember to be courteous and knock before entering.

HUMAN RESOURCES

OMES Human Resources provides full-scale HR services to all OMES employees. The HR team advises at every step in the employee life cycle and is ready to assist you when needed. This team is housed at the Lincoln Data Center, 3115 N. Lincoln Blvd., in the southeast corner of the first floor. You can contact them any time or reference the many employee resources found on the [HR webpage](#), including all [OMES policies](#).

OFFICE SUPPLIES

Office supplies are available for OMES employees in the Connors Building. If you need items, please consult your building supply contact listed on the [OMES Office Supplies Webpage](#).

OPEN-DOOR POLICY

OMES has an open-door policy for employees to provide feedback – positive or negative – to OMES leadership pertaining to their time at OMES. Employees are also encouraged to submit suggestions to improve, streamline or modernize processes within our agency to the executive leadership team through the [OMES Idea Portal](#).

TECHNOLOGY SUPPORT

SELF-SERVICE PASSWORD RESET

If you forget your password or get locked out of your account, you can use the [self-service password reset feature](#), or reset your password from the Windows lock screen. Review the corresponding [knowledgebase article](#) for detailed instructions. If you can't resolve your issue, contact the OMES Service Desk.

OMES SERVICE DESK

The OMES Service Desk, managed by OMES Customer Success, is the entry point for requests. Contact the service desk through the [ServiceNow portal](#), [chat support](#) or by phone at **405-521-2444**.

OMES TECH BAR

For in-person device support, state employees can visit the OMES Tech Bar, staffed by trained technicians familiar with the state's IT systems and equipped to diagnose and resolve problems quickly and efficiently.

Located in the basement between the Will Rogers and Sequoyah Buildings across from the Concourse Theater, the OMES Tech Bar is open during normal business hours Monday-Friday with the option to schedule appointments in advance or receive walk-up service as available. Review the resources below for detailed instructions.

- [OMES Tech Bar User Guide](#)
- [How-to video](#)

TRAINING

The OMES Statewide Learning Services team provides educational and training opportunities to employees. Their goal is for employees to succeed in their current and future responsibilities at OMES and beyond.

Educational opportunities are accessed via the [Workday@OK Learning module](#). All employees are required to complete certain trainings, such as [Security Education Awareness Training](#), each year. Additionally, all supervisors are statutorily required to complete 12 hours of mandatory supervisory training annually, with new supervisors completing 24 hours within the first 12 months of appointment. Learn more on the [Mandatory Supervisory Training Requirements webpage](#).

SERVICENOW

New and existing employees are encouraged to complete the [OMES | Basic ServiceNow \(SNOW\) Training](#) in Workday@OK Learning to gain a foundational understanding of our service delivery ticketing system. For supervisors, this course counts for two MST credits.

LINKEDIN LEARNING

To access LinkedIn Learning, please submit a request through the [OMES ServiceNow portal](#). Ensure that you include "LinkedIn Learning" in the **Short Description** field of your request. Once you receive the activation email from LinkedIn Learning, follow the prompts to log in. As a state employee, you have complimentary access and should never be prompted to pay. Note, these accounts are for full-time employees only.

IMMEDIATE NEIGHBORS

To the south of the Connors Building is the Will Rogers Building and the State Capitol Building. WRB houses OMES, the Oklahoma Corporation Commission, Office of Emergency Management and the Oklahoma Employment Security Commission. Directly east of the Connors Building is the Oliver Hodge Building, which houses the Department of Education. South of the Hodge Building is the Sequoyah Building, where you will find Department of Human Services employees.



WALKING EXCURSIONS

If you would like to take a stroll on your break or lunch, a walk around the basement tunnels is one-third of a mile. Also, fun fact – there is a top-secret tunnel under Lincoln Boulevard to the Oklahoma History Center.

A one-mile loop is available outdoors on the Capitol Complex campus. Looping farther south on the campus adds mileage. The OU Medical campus is about a mile south of the Capitol and features scenic walking areas.



South of the Capitol are benches that could serve as a nice place to eat lunch outside the office.

HUNGRY?

There is a break room on the third floor of the building with a refrigerator, microwave and ice machine. Please limit the use of the refrigerator to your daily needs and clean out anything you bring each day.

There are many restaurants north of the Capitol Complex on Lincoln Boulevard, as well as west of the Capitol Complex on 23rd Street. Some of the gems in the area include:

SHARTEL CAFE

5116 N. Shartel Ave.

BEDLAM BBQ

610 N.E. 50th St.

PAPA DINO'S PIZZA AND GRILL

730 Culbertson Drive

BASIL MEDITERRANEAN CAFE

211 N.W. 23rd St.

KAMP'S 1910 CAFE

10 N.E. 10th St.

LEO'S BBQ

3631 N. Kelley Ave.



bee healthy
C A F E

S & Bz' Bistro

The **Homeland grocery store** on Northeast 36th Street and Lincoln Boulevard features grab-and-go prepared meals, an outdoor patio and a **Dietz and Watson sandwich shop**. There are also two restaurants within easy walking distance: **Culture Coffee** can be found on the first floor of the Sequoyah Building. **S & Bz' Bistro** is in the basement tunnels near the Oliver Hodge Building .