MyOK Staffing & Services

Agency Director Training Guide

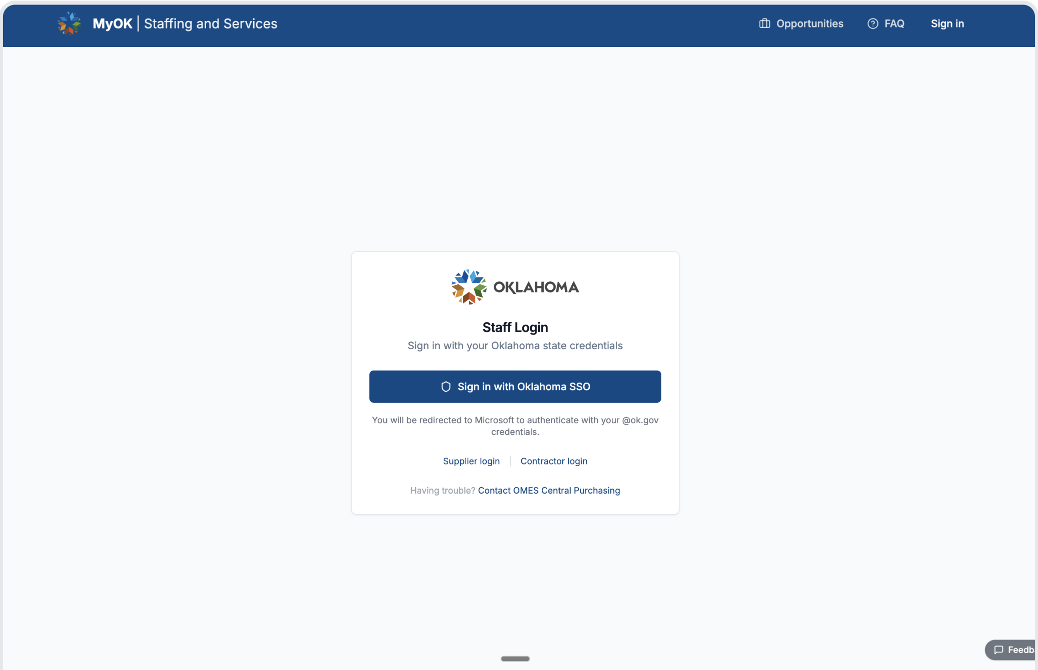
For Agency Directors and Administrators
April 2026 • v2.1

Table of Contents

1. Getting Started

Logging In

Navigate to the platform URL. You'll see the public homepage with a "Sign In" link in the top-right corner.



The sign-in page — click "Sign in with Oklahoma SSO" to authenticate with your @ok.gov credentials.

Click **"Sign in with Oklahoma SSO."** You'll be redirected to Microsoft to authenticate with your state email. After authentication, you'll land on your agency dashboard.

> **First time logging in?** After your first sign-in, your account will be created with a **Viewer** role. You'll see a "Pending Access" page. An OMES administrator will assign you to your agency and set your role. This usually happens within one business day. If you need expedited access, contact OMES Central Purchasing.

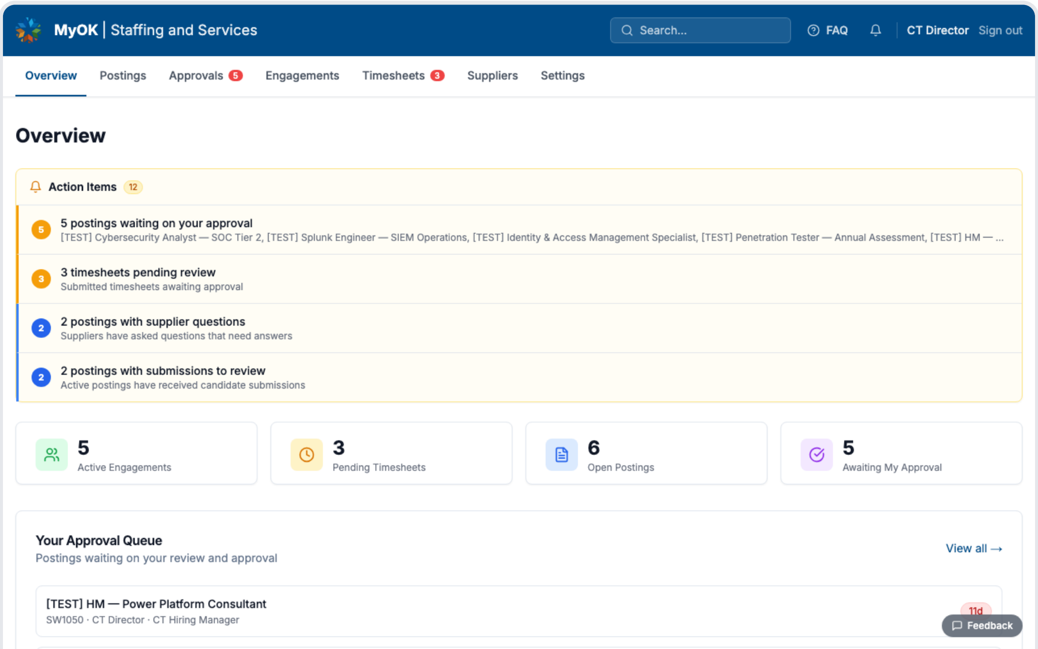
Your Role

As a Director, you have **visibility across every posting in your agency** and **active approval responsibilities**. Day to day, you review postings awaiting your approval, approve or reject them in the workflow, participate in scoring panels when invited, view submissions across postings, and approve timesheets that reach your step in the chain. You don't create postings or run day-to-day procurement yourself — that's the Hiring Manager — but postings can't move forward without your sign-off.

> **Also a Hiring Manager?** This guide covers your oversight and approval responsibilities. If you also have Hiring Manager duties, refer to the **Hiring Manager Training Guide** for creating postings, awarding, and managing contractors.

2. Your Dashboard

Your dashboard is the first thing you see after logging in. It's customized based on your role and prioritizes items that need your attention.



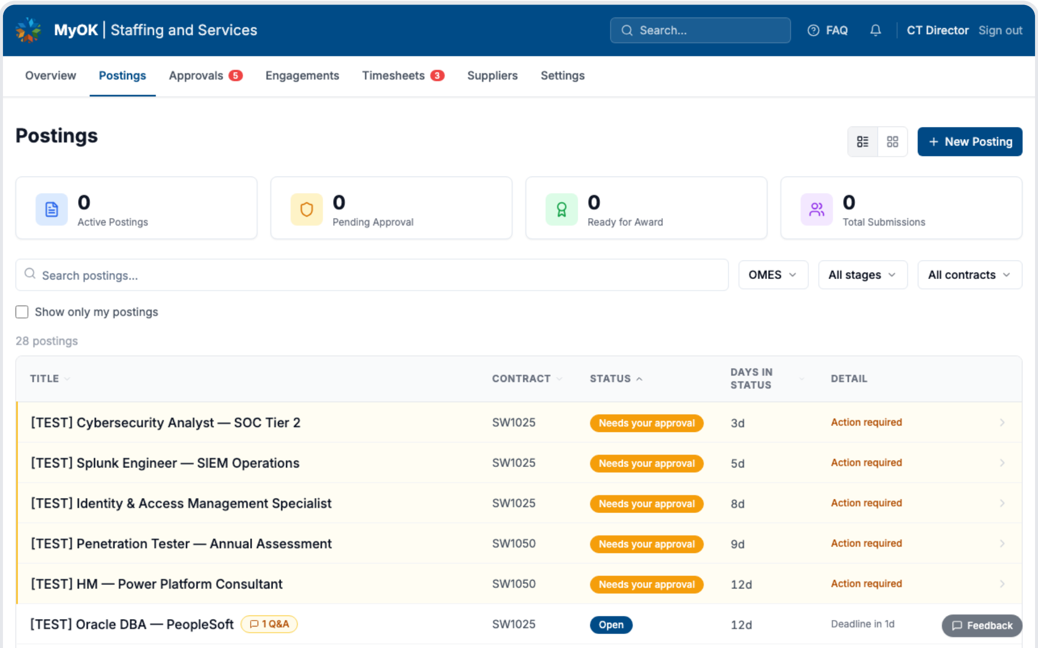
The Agency Director dashboard — showing stat cards, attention banners for pending approvals, and recent activity.

> **What you'll see:**
>
> - **Stat Cards:** Active postings, pending items, active contractors, and monthly spend
> - **Attention Banners (yellow):** Items needing your action — pending approvals, unanswered supplier questions, approaching deadlines, unreviewed timesheets. Click the button on each to go directly there.
> - **Recent Postings:** Your latest postings with status, submission count, and deadline. Click any row to open the posting.

> **As an approver,** your dashboard prioritizes the approval queue. Postings that have reached your step in the approval chain appear here. A red indicator appears if a posting has been waiting more than 5 days.

3. Postings Overview

The Postings page gives you a comprehensive view of all postings across your agency, regardless of who created them.



The Postings page — view all agency postings with status, deadline, and submission counts. Filter and sort to find specific postings.

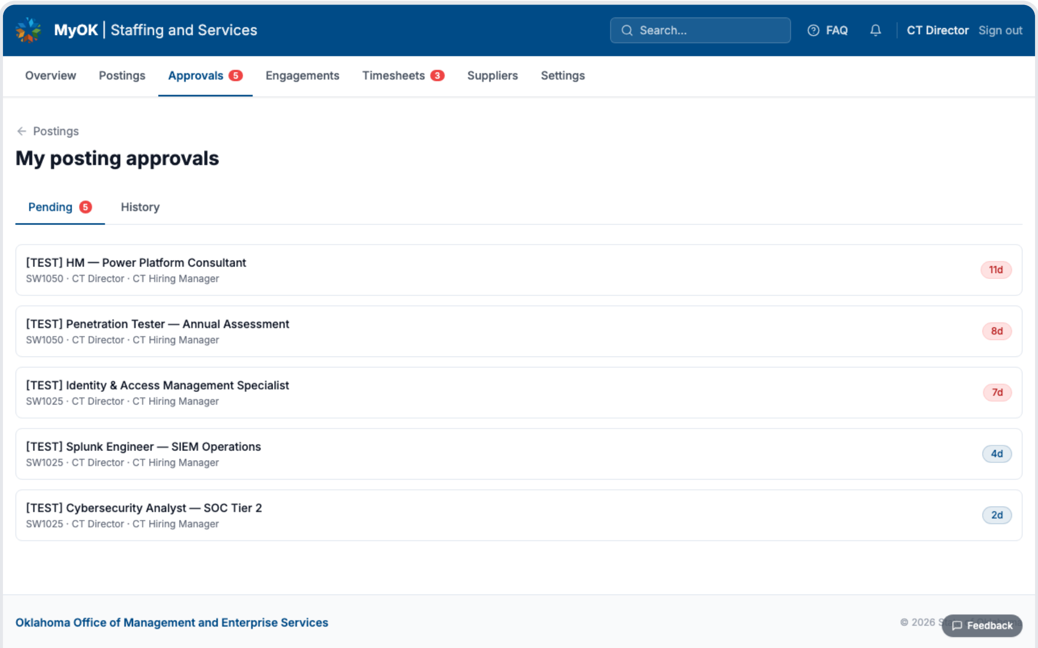
From the Postings page, you can:

- **View all postings** across your agency with their current status
- **Filter by status** — Draft, Pending Approval, Active, Closed, Awarded
- **Click any posting** to see full details, lifecycle stages, and take action

4. Approving Postings

Draft → Submit → Hiring Manager → Director → Finance → OMES Review → Active

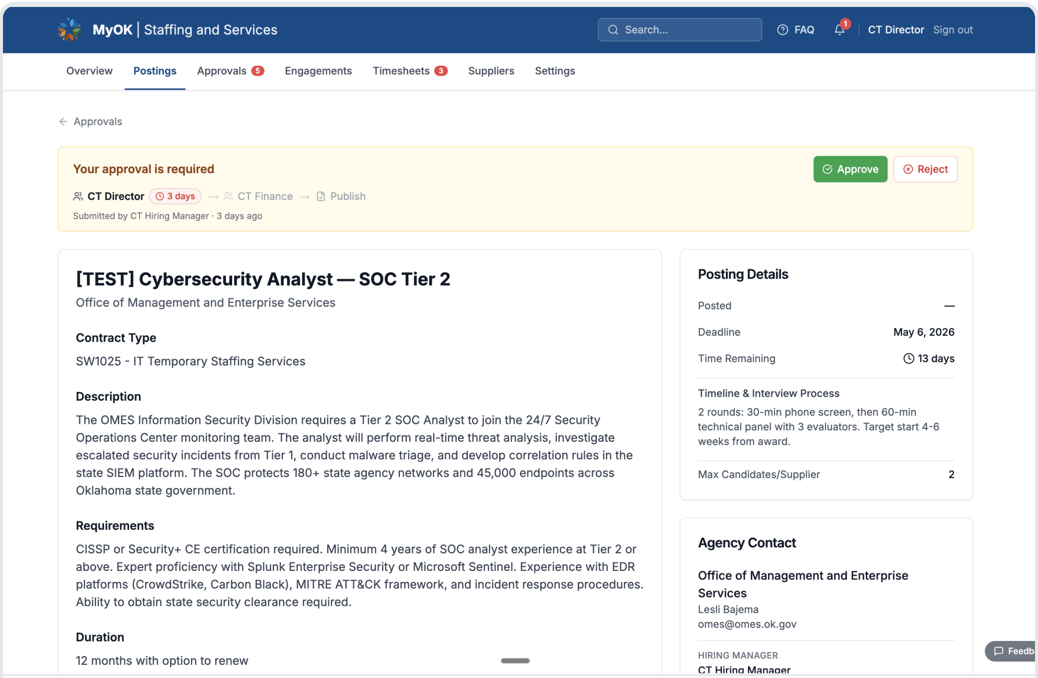
After a posting is submitted, it moves through an approval chain specific to your agency. Each step must be approved before the posting advances. As a Director, you are a key approver in this chain.



The Approvals Queue — postings waiting for your review appear here. Take action to approve or reject each posting.

Click into any pending posting to open its detail page, where you can review the posting content and take action on your approval step.

> **SW0132 & SW0133 postings carry a Contract Category.** The Hiring Manager picks one of the vehicle's categories (five on SW0132, nine on SW0133) when drafting the posting. Once you approve and the posting goes live, the new-posting notification only reaches suppliers awarded under that category. SW1025 and SW1050 postings notify every qualified supplier on the vehicle.



A posting pending your approval — the amber banner at the top highlights your step in the approval chain, and the **Approve** / **Reject** buttons appear on the right. Completed steps show green checkmarks; your step is highlighted in yellow.

How the approval workflow works:

- **Green checkmarks** indicate completed approval steps with the approver's name and date
- **Yellow highlight** shows the current step — only the designated approver sees Approve/Reject buttons
- **Optional steps** (like Finance) are automatically skipped if no one is assigned to that role
- **Email notifications:** Each approver receives an email when it's their turn to review. You don't need to notify them separately.
- A warning appears when a step has been pending for an extended period, and you can send a reminder nudge
- Once the final step is approved, the posting goes **Active** and suppliers are notified automatically

Approving or Rejecting a Posting

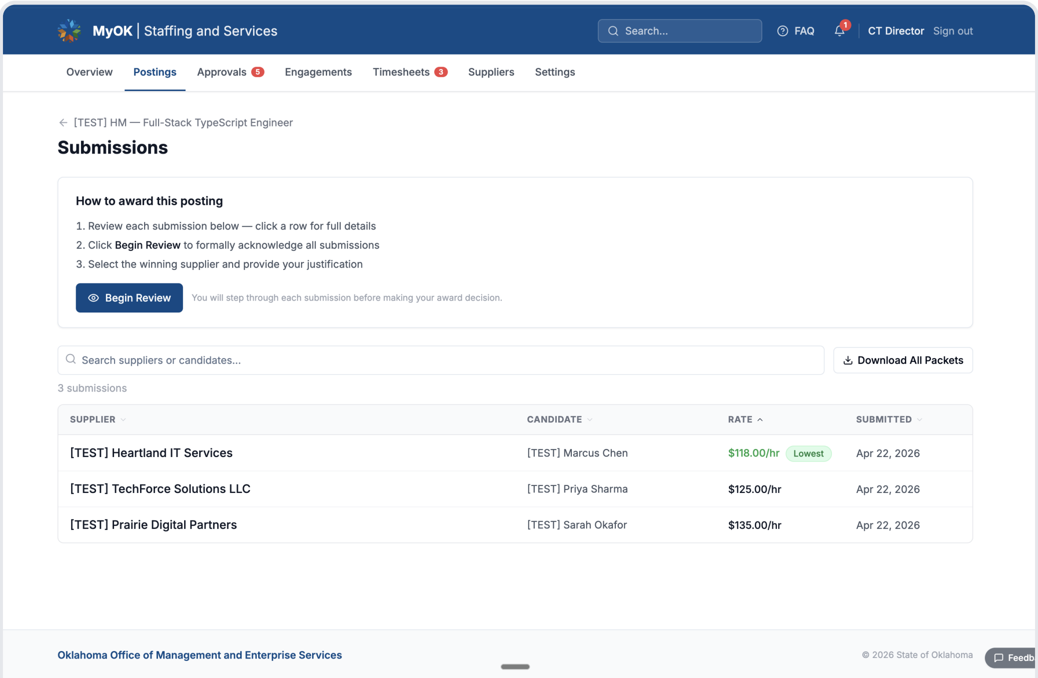
1. Navigate to your **Approvals Queue** from the dashboard or sidebar
2. Click a pending posting to open its detail page
3. Review the posting content — title, description, rate range, evaluation method — and confirm it meets agency standards
4. From the amber approval banner at the top of the detail page, click **Approve** to advance the posting to the next step, or **Reject** with a reason to return it to the creator

If you reject a posting: It returns to Draft status. The creator will receive a notification with your rejection reason. They can edit the posting to address your feedback, then re-submit. A fresh approval chain starts from the beginning.

Tip: Review postings promptly. The system tracks how long each posting has been waiting at each approval step. Items pending more than 5 days display a red indicator on your dashboard.

5. Reviewing Submissions & Scoring

As a Director, you can view submissions on any posting across your agency and participate in scoring panels when invited.



The Submissions page for a posting — a "How to award this posting" banner with a **Begin Review** button, a search box, a **Download All Packets** button, and a sortable table of submissions with supplier, candidate, rate (the lowest flagged in green), and submission date. Click any row to open the full detail sheet.

> **What you can do with submissions:**
>
> - **Download the full submission packet** — click **Download Packet (PDF)** on any submission card to generate a single PDF with the submission summary (supplier, candidate, rate, cover letter) and the candidate's resume and attachments embedded inline. Use **Download All Packets** at the top of the submissions page to pull one merged PDF covering every submission at once.
> - **Download an individual resume** — grab just the candidate's resume or attachments without the cover sheet.
> - **Add notes** — private review notes visible only to your agency staff.

For postings using "Best Value" evaluation, a formal scoring panel may be set up to evaluate submissions objectively. When invited to a scoring panel, you'll receive a notification and can score each submission against the rubric criteria.

> **Scoring details:** For detailed scoring instructions, including rubric setup, panel configuration, and step-by-step scoring guidance, see the **Hiring Manager Training Guide**.

6. Timesheets

Some agencies configure a multi-step timesheet approval chain that includes a Director review after the Hiring Manager. When your agency uses that setup, timesheets waiting on your approval appear on the **Timesheets** page. If your agency's chain routes timesheets only to the Hiring Manager, you'll see timesheets here read-only and won't need to take action — you can skip the rest of this section.

Timesheet Approval (when your agency's chain includes a Director step)

1. Navigate to the **Timesheets** page from the sidebar
2. Review pending timesheets — each shows the contractor name, week ending, hours, and amount
3. Click a timesheet to view the daily breakdown and any notes
4. Click **Approve** or **Reject** (with a reason for rejections)

> **Tip:** Suppliers can submit timesheets on behalf of their contractors. These are marked with an "on behalf of" note in the timesheet details.

7. Roles & Permissions

Capability	HM	EA	Dir	Fin	Comp	AA
Create postings	✅	✅	—	—	—	✅
Submit for approval	✅	✅	—	—	—	✅
Approve/reject postings	—	—	✅	✅	✅	✅
Review submissions	✅	✅	✅	—	—	✅
Score candidates	✅	—	✅	—	—	✅
Award postings	✅	—	—	—	—	✅
Approve timesheets	✅	—	✅	—	—	✅
Manage agency users	—	—	—	—	—	✅

Legend: HM = Hiring Manager, EA = Executive Assistant, Dir = Director, Fin = Finance, Comp = Compliance, AA = Agency Admin