



CPO Announcement

State of Oklahoma

Office of Management and Enterprise Services

DATE: June 29, 2026

TO: All CPOs

FROM: Office of Management and Enterprise Services

SUBJECT: Onboarding steps: MyOK Staffing and Services portal

CONTACT: MyOKStaffing@omes.ok.gov

The [MyOK Staffing and Services portal](#) will launch statewide on **Aug. 1**. This new platform increases transparency, strengthens compliance with competitive bidding requirements and ensures the state receives the best value for its investments.

All agencies must complete onboarding by Aug. 1, and agencies must use MyOK Staffing and Services when hiring contractors under the following statewide contracts:

- SW1025: IT staff augmentation services
- SW1050: Deliverables-based IT services (DBITS)
- SW0132M: Non-IT temporary staffing services
- SW0133M: Non-IT consulting services
- SW0138M: Well plugging

To ensure your agency is prepared to begin using the portal, please complete the onboarding steps below.

1. Submit your agency's user information.

Complete the [agency user information form](#) by **Friday, July 10**. Only one submission per agency or agency division is required.

Include the name and email address of each team member who needs access to the portal, along with their assigned role:

- **Hiring manager:** Create and manage postings, review supplier submissions, make award decisions, review and approve contractor timesheets.

- **Executive assistant:** Create and submit postings on behalf of a hiring manager only.
- **Agency administrator:** Configure workflows for provisioned users, oversee all agency postings and can make administrative actions if required.
- **Director/finance:** Read-only oversight of all agency postings, typically the final approver before a posting is published. (A director can also be a hiring manager.)

2. Review training materials.

Training guides are available on the [MyOK Staffing and Services homepage](#) under **Resources**. For additional support, email MyOKStaffing@omes.ok.gov.

3. Attend a live demo session.

Central Purchasing will host two live training sessions covering the key functions and navigation of MyOK Staffing and Services. Please use the links below to register.

Session 1: Tuesday, July 21, from 10:30-11:30 a.m.

- [Join via Teams](#).
- [Register in Workday@OK](#) for one CEU credit.

Session 2: Wednesday, Aug. 5, from 2:30-3:30 p.m.

- [Join via Teams](#).
- [Register in Workday@OK](#) for one CEU credit.