



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Working for Oklahoma"

OPM 07-40

DATE: October 16, 2007

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

**SUBJECT: OPM 07-37 Implementation of House Bill 1804 -
Additional E-Verify Webinars Available**

(Please share this information with all staff in your respective agencies that have responsibility for processing new employees.)

In response to requests for more E-Verify Webinars, the Office of Personnel Management has arranged for the USCIS Verification Division, Outreach Branch, to provide four additional Webinars to demonstrate how to sign up for and utilize **E-Verify**. The dates are as follows:

Tuesday, October 23, 2007	1:00 p.m. CST
Thursday, October 25, 2007	9:00 a.m. CST
Tuesday, October 30, 2007	1:00 p.m. CST
Thursday, November 1, 2007	9:00 a.m. CST

The Webinars are generally less than 60 minutes in length and will permit up to 95 participants to log in for each session. The Webinar format includes a PowerPoint presentation explaining **E-Verify** and a live demonstration performing test queries. Due to the audience size, the question and answer session for participants will take place at the end of each Webinar. Participants will receive Webex instructions for logging into the Webinars at individual computers. Each participant must download Webex software onto the PC to be used to view the demonstration. The download is a one-time process. Participants are encouraged to download the necessary software well before the scheduled meeting time in order to resolve any possible technical issues.

Any individual wishing to participate in any of the Webinar sessions listed above should contact Shirley Russell, OPM Director of Legislative Affairs, at (405) 521-6293 or shirley.russell@opm.ok.gov to reserve a slot for a specific date. Please provide name, e-mail address, agency, title, and telephone number.

Reservations must be made by 4:30 p.m. the day before the Webinar to ensure that there is ample time to receive log-in information. The hand-outs for the Webinar are available on the OPM website at www.opm.ok.gov. If computer access is a problem, please contact Ms. Russell regarding viewing the Webinars at OPM's office location for either of the Thursday morning sessions.

"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."