

## External User Self Service User Guide

Halliburton Okta provides the end users with the capability to perform self service activities for their Halliburton Okta accounts. The self-service capabilities enable the end user to reset their password using the below reference sections. The end users will no longer need to reach out to Okta team to perform these activities for them at Halliburton Okta.

This document details the following processes:

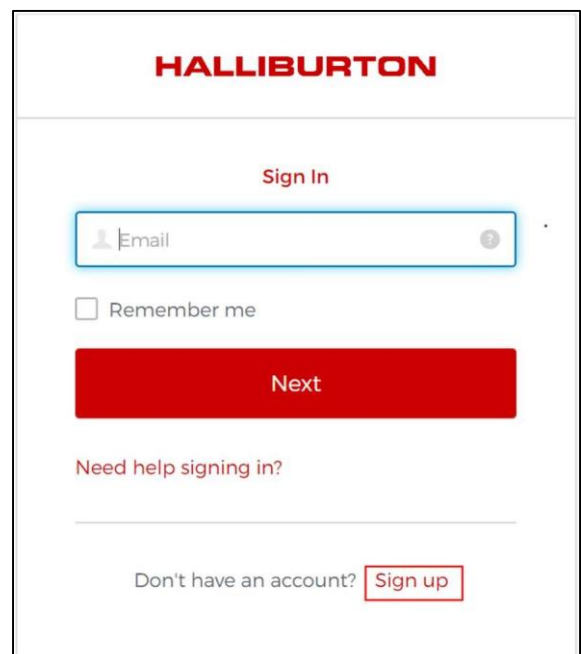
1. Register to the Halliburton External User portal
2. Login to the Halliburton External User Portal
3. Self Service Password Reset
4. Self-service MFA Reset

### NOTE:

- Account unlocks – Wait for 30 minutes, the account will be automatically unlocked. If there is an urgent need, submit a service now incident and email to [DL Infosec Okta@halliburton.com](mailto:DL_Infosec_Okta@halliburton.com)
- Users with @halliburton.com email addresses should go to Office.com and use their Halliburton credentials for any password related issues. Personal domains like Gmail, Yahoo, Hotmail, etc. account registration and usage is blocked in Halliburton without VP approval.
- Non-Halliburton accounts will expire after 110 days Inactivity. Users need to login to <https://myapps.halliburton.com> atleast once to avoid account login issues.
- Passwords for non-Halliburton accounts will expire every 90 days. Users must reset their passwords every 90 days

### 1. Register to the Halliburton External User portal

1. Navigate to <https://myapps.halliburton.com/>
2. The login page appears, click on **Sign up**.

A screenshot of the Halliburton external user self-service portal. At the top, the 'HALLIBURTON' logo is displayed in red. Below the logo, the text 'Sign In' is centered. There is a text input field for 'Email' with a blue border and a small circular icon on the right. Below the email field is a checkbox labeled 'Remember me'. A large red button with the text 'Next' is positioned below the checkbox. Underneath the button, the text 'Need help signing in?' is displayed. At the bottom, there is a link 'Don't have an account?' followed by a red button labeled 'Sign up'.

3. Complete the required fields and click on **Register**.

**HALLIBURTON**

Create Account

Email \*

**!** This field cannot be left blank

Password \*

First name \*

Last name \*

Company Name \*


Justification

\* indicates required field


Register

4. A verification email is sent to your registered email address.

**HALLIBURTON**



Verify with your email

 jthun.ps@test.com

We sent an email to j\*\*\*s@test.com. Click the verification link in your email to continue or enter the code below.

[Enter a verification code instead](#)

[Return to authenticator list](#)

[Back to sign in](#)

By logging into this application, you are agreeing to the terms in the [Halliburton Privacy Policy](#) which contains information about how your personal data is processed.

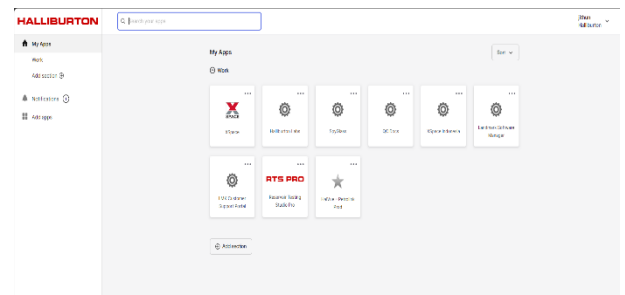
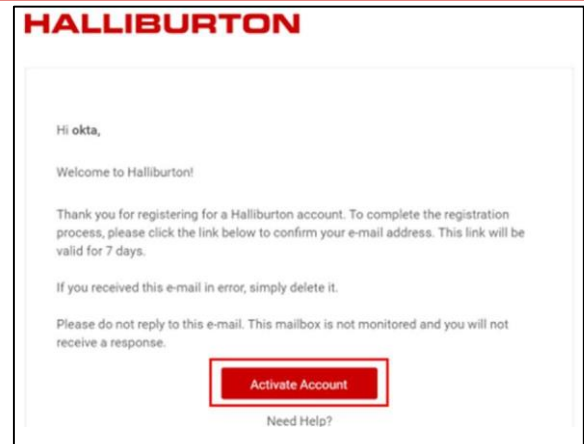
For assistance, contact the [Halliburton IT Service Center](#)

# HALLIBURTON

- Click on the **Activate Account** button in the email that you would have received from InfoSec\_Okta [InfoSec@okta.halliburton.com](mailto:InfoSec@okta.halliburton.com)

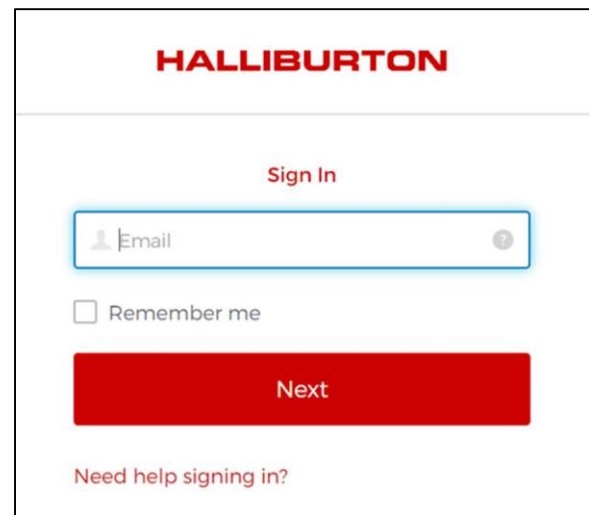
**Note:** If you do not activate your account, you will not be able to access any further features.

- After successful activation, the portal will display the application(s) to which you have access.



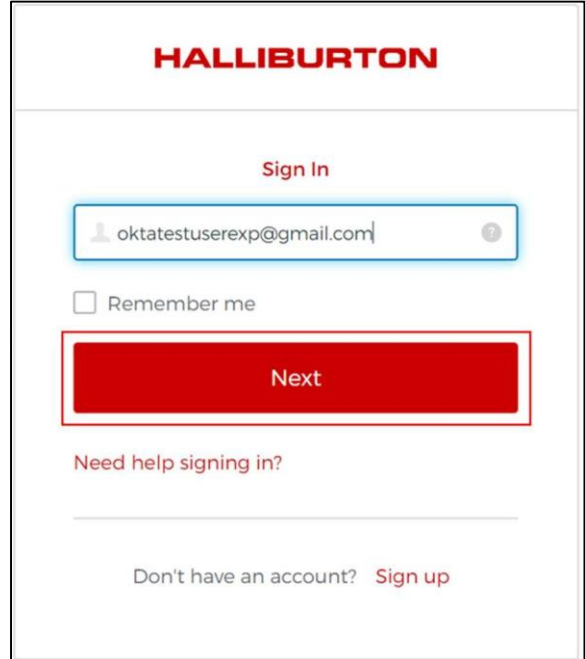
## 2. Login to the Halliburton External User Portal

- Navigate to <https://myapps.halliburton.com>



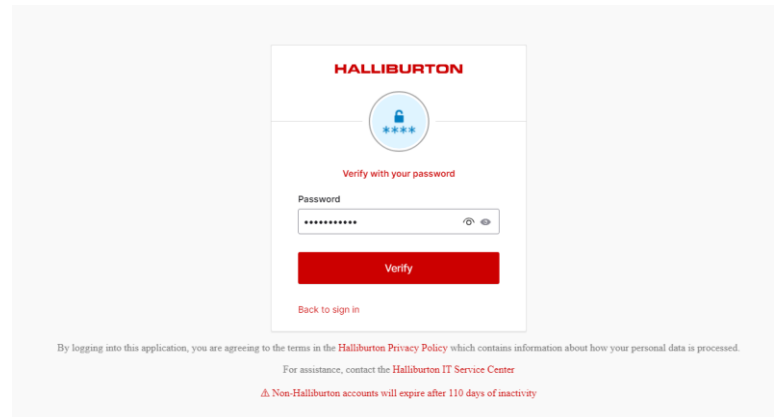
2. Enter your email address and click **Next**.

**Note:** If you click “Remember me”, the login page would remember your email address when you try to login next time.



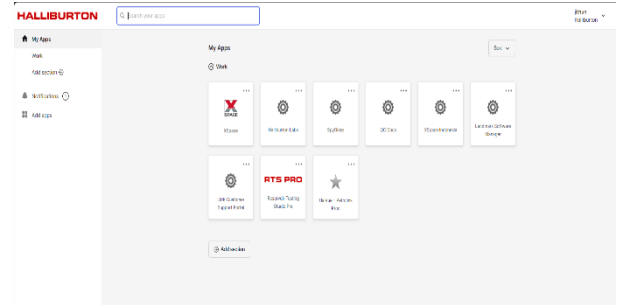
The screenshot shows the Halliburton Sign In page. At the top is the Halliburton logo. Below it is the text "Sign In". There is a text input field containing the email address "oktatestuserexp@gmail.com". Below the input field is a checkbox labeled "Remember me". A red rectangular box highlights a red "Next" button. Below the button is the text "Need help signing in?" followed by a horizontal line. At the bottom, it says "Don't have an account? Sign up".

3. Enter your password and click **Sign In**.



The screenshot shows the Halliburton Verify with your password page. At the top is the Halliburton logo. Below it is a circular icon with a lock and four asterisks. The text "Verify with your password" is displayed. Below this is a "Password" label and a text input field with masked characters (dots). To the right of the input field are icons for password strength and a toggle for showing/hiding the password. A red rectangular box highlights a red "Verify" button. Below the button is a link that says "Back to sign in". At the bottom of the page, there is a small disclaimer: "By logging into this application, you are agreeing to the terms in the Halliburton Privacy Policy which contains information about how your personal data is processed. For assistance, contact the Halliburton IT Service Center. ⚠ Non-Halliburton accounts will expire after 110 days of inactivity".

4. After successful login, the portal displays the application(s) to which you have access.



### 3. Self-service Password reset

1. Navigate to <https://myapps.halliburton.com>
2. Click on **Need help signing in?**

# HALLIBURTON

Sign In

Username (Email Address)

user@xyz.com

☐ Keep me signed in

Next

Need help signing in?

3. The following options are displayed
  - Forgot Password?
  - End user reference guide

4. Click on **Forgot Password?**

# HALLIBURTON

Sign In


Username (Email Address)

☐ Keep me signed in

Next

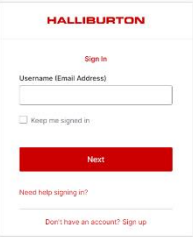
Need help signing in?

Forgot Password?



Don't have an account? Sign up

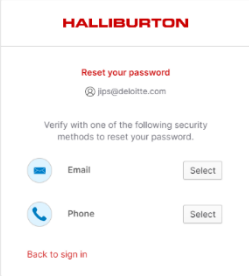
## 5. Enter your username



The screenshot shows the Halliburton Sign In interface. At the top is the Halliburton logo. Below it is a 'Sign In' heading. A text input field is labeled 'Username (Email Address)'. Below the field is a checkbox labeled 'Keep me signed in'. A red 'Next' button is positioned below the checkbox. At the bottom, there is a link 'Need help signing in?' and another link 'Don't have an account? Sign up'.

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For assistance, contact the [Halliburton IT Service Center](#)  
⚠ Non-Halliburton accounts will expire after 110 days of inactivity

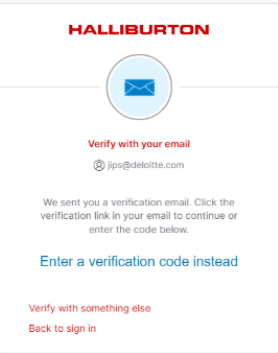
## 6. Two recovery options will be visible 'Email' and 'Phone'



The screenshot shows the Halliburton 'Reset your password' screen. It features the Halliburton logo at the top. Below the logo is the heading 'Reset your password' followed by the email address 'jps@deloitte.com'. The instruction reads: 'Verify with one of the following security methods to reset your password.' There are two options: 'Email' with a 'Select' button and 'Phone' with a 'Select' button. At the bottom, there is a link 'Back to sign in'.

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For assistance, contact the [Halliburton IT Service Center](#)  
⚠ Non-Halliburton accounts will expire after 90 days of inactivity

## 7. If you click email, email is sent with instructions to reset password.



The screenshot shows the Halliburton 'Verify with your email' screen. It features the Halliburton logo at the top. Below the logo is an email icon in a circle. The heading is 'Verify with your email' followed by the email address 'jps@deloitte.com'. The text states: 'We sent you a verification email. Click the verification link in your email to continue or enter the code below.' There is a link 'Enter a verification code instead'. Below that, there is a link 'Verify with something else' and a link 'Back to sign in'.

By logging into this application, you are agreeing to the terms in the [Halliburton Privacy Policy](#) which contains information about how your personal data is processed.  
For assistance, contact the [Halliburton IT Service Center](#)  
⚠ Non-Halliburton accounts will expire after 105 days of inactivity

8. You will receive an email from  
InfoSec\_Okta  
[InfoSec@okta.halliburton.com](mailto:InfoSec@okta.halliburton.com)

Click on **Reset Password** in the email.

9. You will get verification code once click on 'Reset Password'

10. Enter the code in okta verification screen

11. On the reset password screen, provide the **New password** and **Repeat password**.

12. Click on the **Reset Password** button to complete this step.

**Note:** Reset password screen contains the password policy guidelines. Your new password should meet the guidelines.

## Halliburton Password Reset Requested

Hi Jptestid321,

A password reset request was made for your Halliburton account. To complete the password reset process, please click the link below to reset your password. This link will be valid for 1 hour.

If you received this e-mail in error, simply delete it.

Please do not reply to this e-mail. This mailbox is not monitored and you will not receive a response.

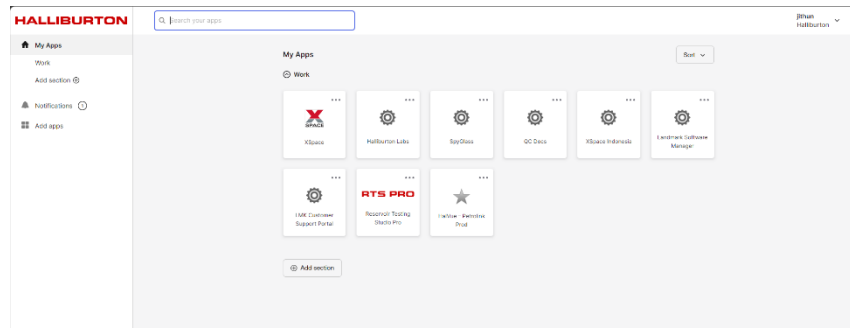
[Reset Password](#)

[Need Help?](#)

E-mail: [Halliburton Service Center](#)

Call: (866) 425-1919

13. After successful login, the portal displays the application(s) to which you have access.



## 4. Self-service MFA Reset

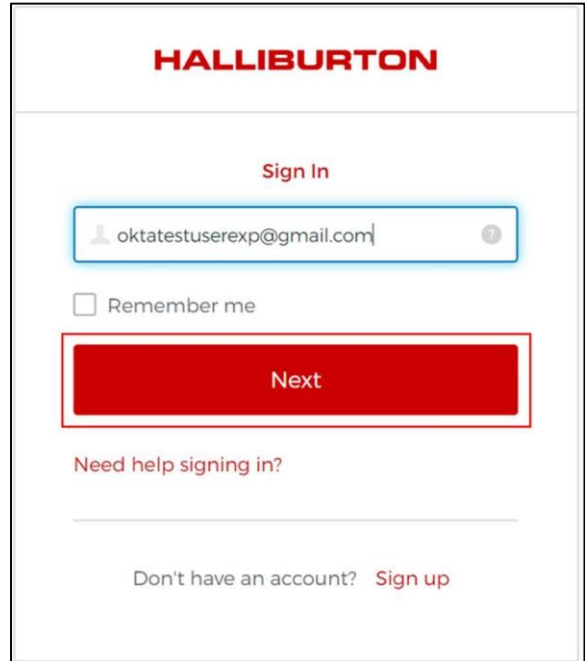
1. Navigate to <https://myapps.halliburton.com>

A screenshot of the Halliburton 'Sign In' page. The page has a white background with the 'HALLIBURTON' logo in red at the top. Below the logo, the text 'Sign In' is centered. There is a text input field for 'Email' with a person icon on the left and a question mark icon on the right. Below the email field is a checkbox labeled 'Remember me'. A large red button with the text 'Next' is positioned below the checkbox. At the bottom of the page, there is a link that says 'Need help signing in?'.



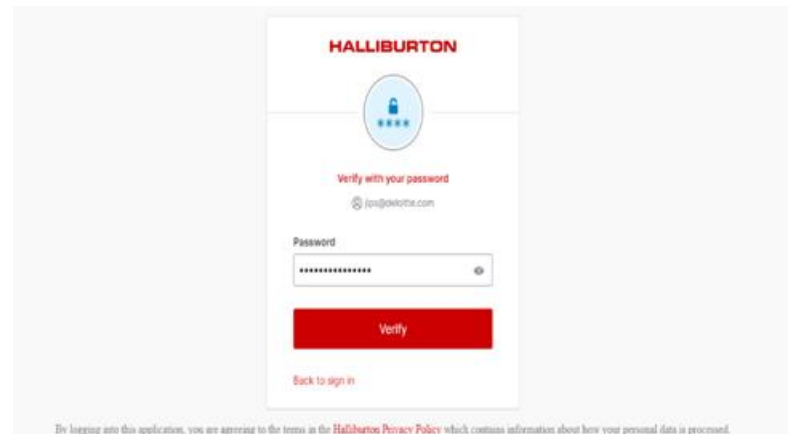
# HALLIBURTON

2. Enter your email address and click **Next**.



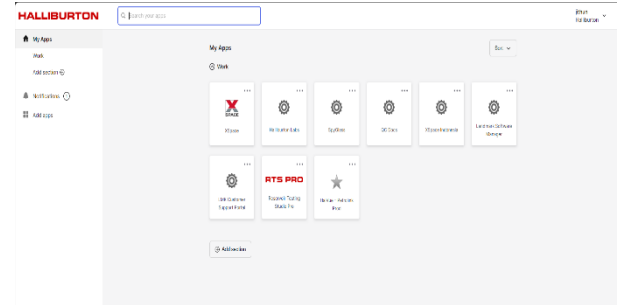
The image shows the Halliburton Sign In screen. At the top is the Halliburton logo. Below it is the text "Sign In". There is a text input field containing the email address "oktatestuserexp@gmail.com". Below the input field is a checkbox labeled "Remember me". A red rectangular button labeled "Next" is highlighted with a red border. Below the button is the text "Need help signing in?" followed by a horizontal line. At the bottom, it says "Don't have an account? Sign up".

3. Enter your password and click **Sign In**.

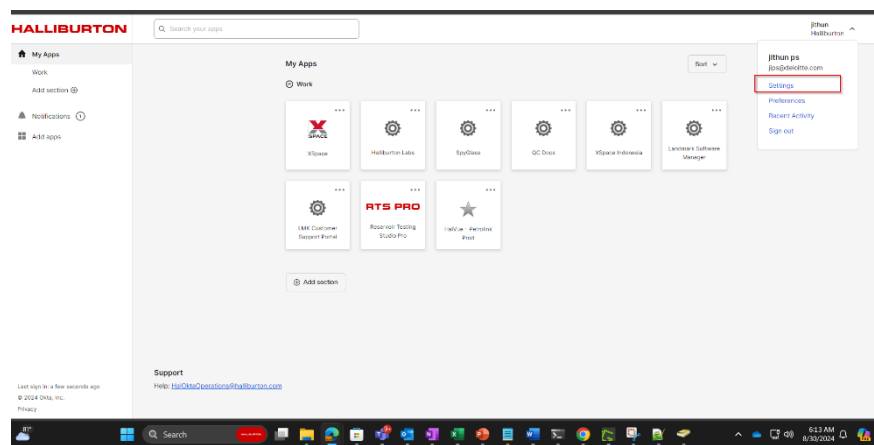


The image shows the Halliburton Verify screen. At the top is the Halliburton logo. Below it is a circular icon with a padlock and four dots. The text "Verify with your password" is displayed. Below this is the email address "jw@oktate.com". There is a "Password" label above a text input field containing masked characters. A red rectangular button labeled "Verify" is highlighted. Below the button is the text "Back to sign in". At the bottom, a small line of text reads: "By logging into this application, you are agreeing to the terms in the [Halliburton Privacy Policy](#) which contains information about how your personal data is processed."

- After successful login, the portal displays the application(s) to which you have access.



- Click “Settings” from the right corner



- Here, you can add and remove the multi-factor authentication.

