

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:

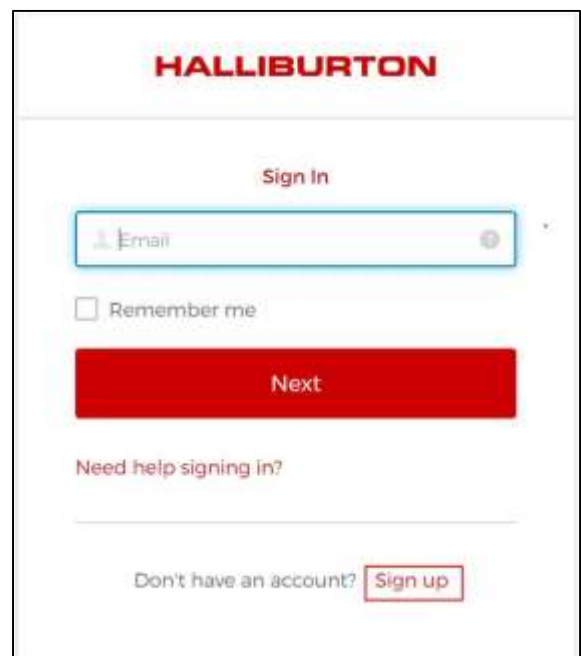
1. Register to the Halliburton External User portal
2. Login to the Halliburton External User Portal
3. Self Service Password Reset
4. Self-service MFA Reset

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
- 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**.

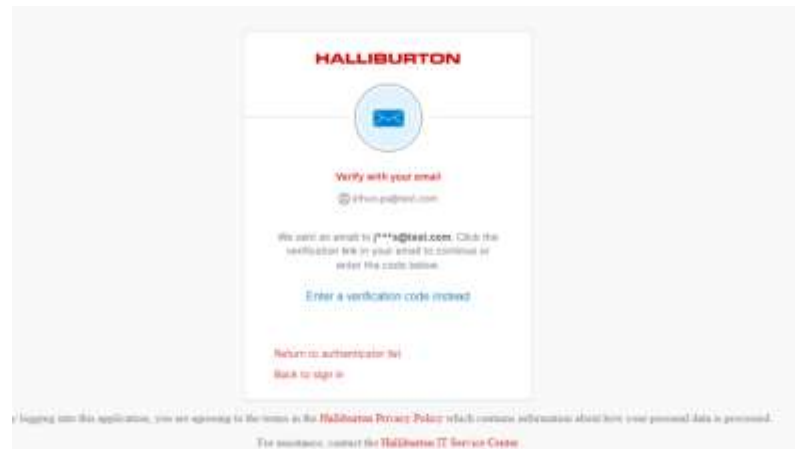


The screenshot shows the Halliburton external user portal login page. At the top, the Halliburton logo is displayed in red. Below the logo, the text "Sign In" is centered. Underneath, there is an input field for "Email" with a magnifying glass icon on the right. Below the email field is a checkbox labeled "Remember me". A large red button labeled "Next" is positioned below the checkbox. At the bottom of the page, there is a link that says "Need help signing in?". At the very bottom, there is a link that says "Don't have an account?" followed by a red button labeled "Sign up".

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

The screenshot shows the 'Create Account' form on the Halliburton website. At the top, the Halliburton logo is displayed. Below it, the heading 'Create Account' is centered. The form consists of several input fields: 'Email *', 'Password *', 'First name *', 'Last name *', 'Company Name *', and 'Justification'. A red error message 'This field cannot be left blank' is positioned below the Email field. At the bottom of the form, there is a red 'Register' button. A small asterisk (*) indicates required fields.

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

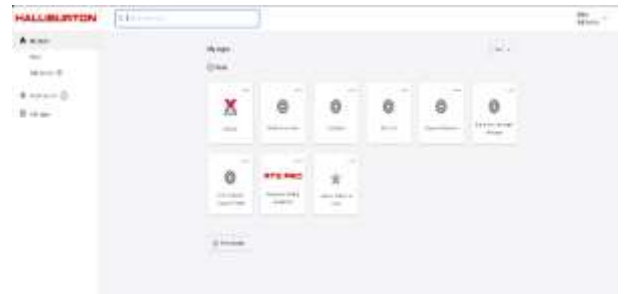
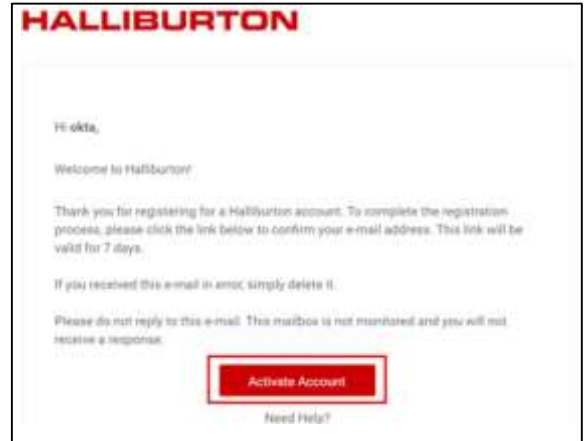


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5. Click on the **Activate Account** button in the email that you would have received from **Information Security** <no-reply@halliburton.com>

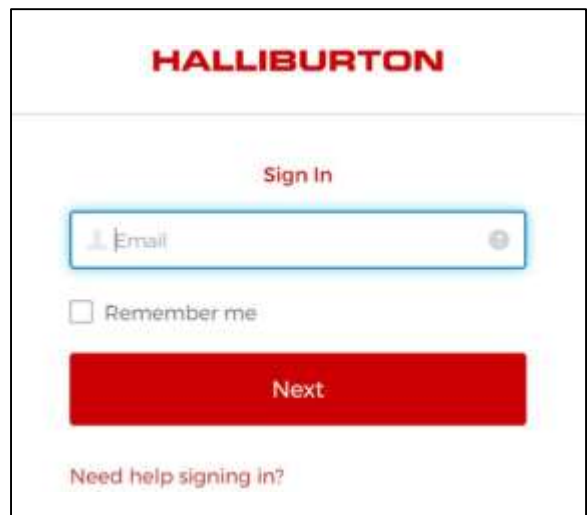
Note: If you do not activate your account, you will not be able to access any further features.

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



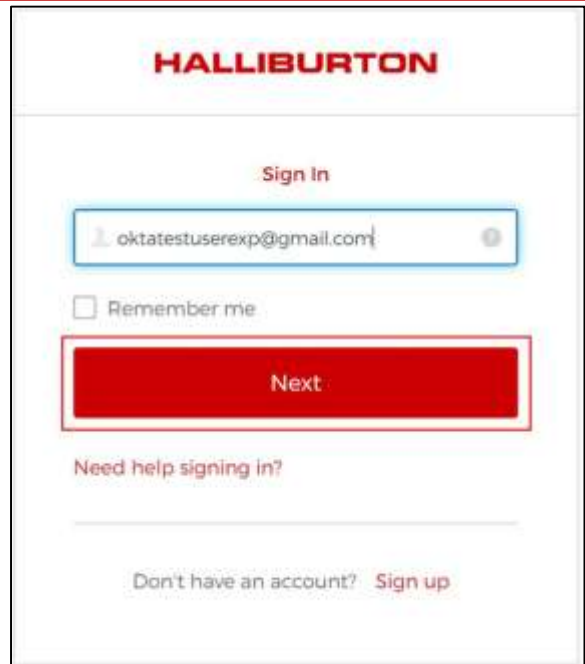
2. Login to the Halliburton External User Portal

1. 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.



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Sign In

oktatestuserexp@gmail.com

Remember me

Next

Need help signing in?

Don't have an account? [Sign up](#)

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



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Verify with your password

Password

Verify

[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

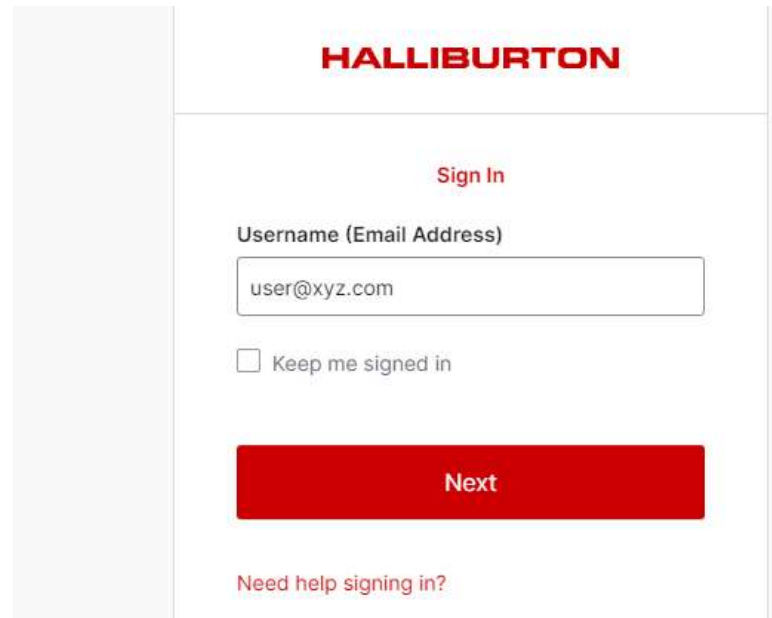
All New Halliburton accounts will expire after 120 days of inactivity.

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



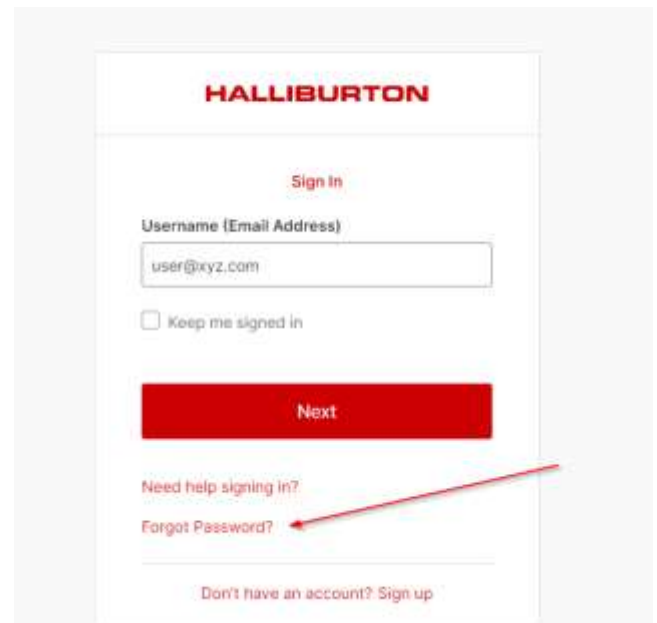
3. Self-service Password reset

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



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

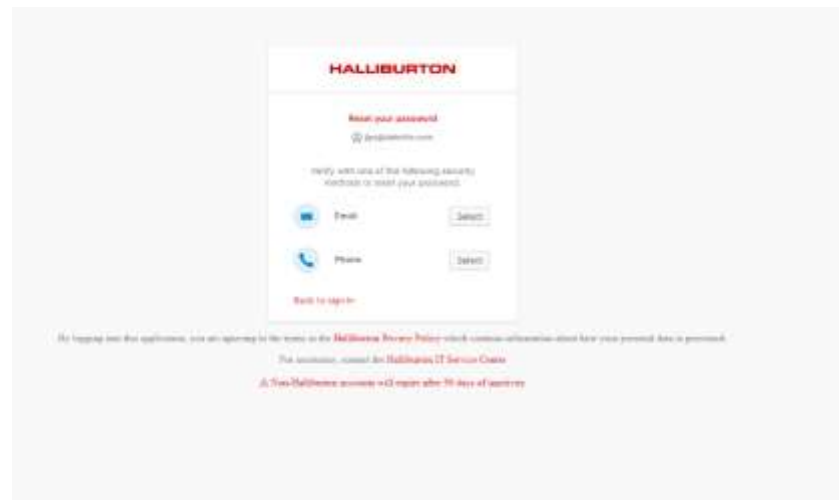
4. Click on **Forgot Password?**



5. Enter your username



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



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



- You will receive an email from **Information Security** <[no-reply@halliburton.com](mailto:info@halliburton.com)>

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

- You will get verification code once click on 'Reset Password'

- Enter the code in okta verification screen

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

- 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 Jpfstid321,

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.

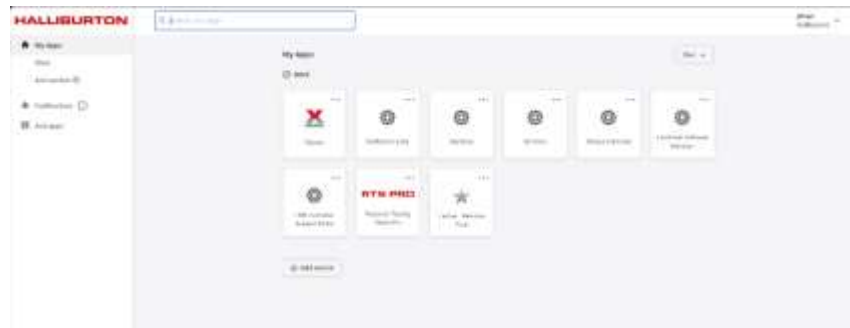
[Reset Password](#)

[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.

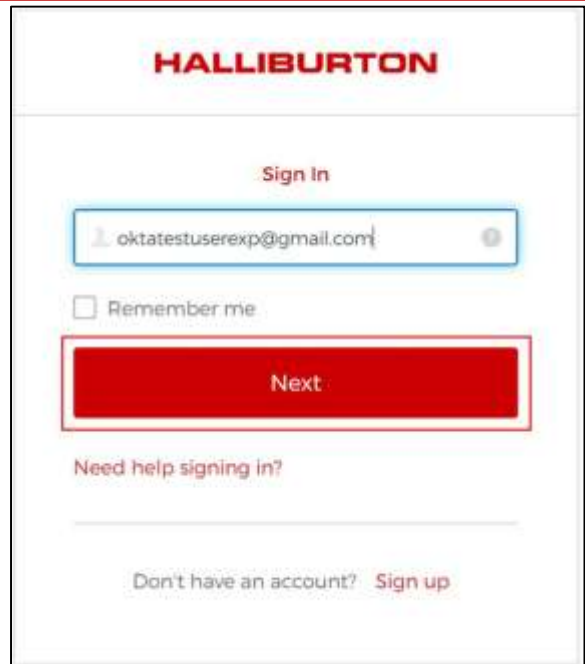


4. Self-service MFA Reset

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

A screenshot of the Halliburton Sign In page. The top of the page features the Halliburton logo. Below the logo is the text 'Sign In'. There is a text input field for 'Email' with a search icon on the right. Below the input field is a checkbox labeled 'Remember me'. At the bottom of the form is a large red button labeled 'Next'. Below the button is the text 'Need help signing in?'.

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



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Sign In

oktatestuserexp@gmail.com

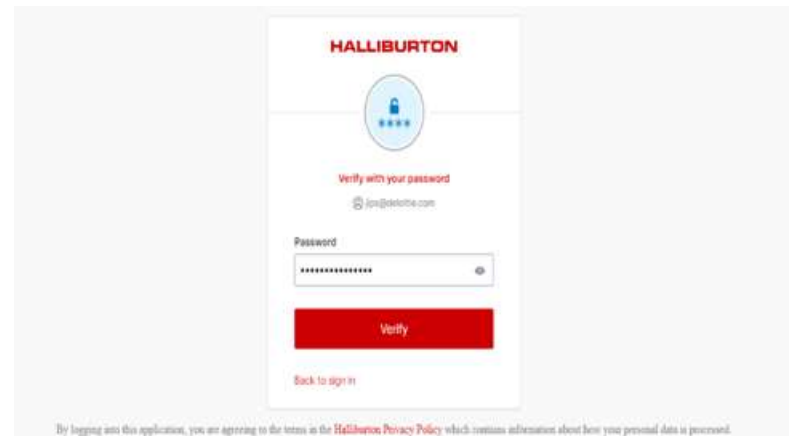
Remember me

Next

Need help signing in?

Don't have an account? [Sign up](#)

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



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Verify with your password

jva@oktade.com

Password

Verify

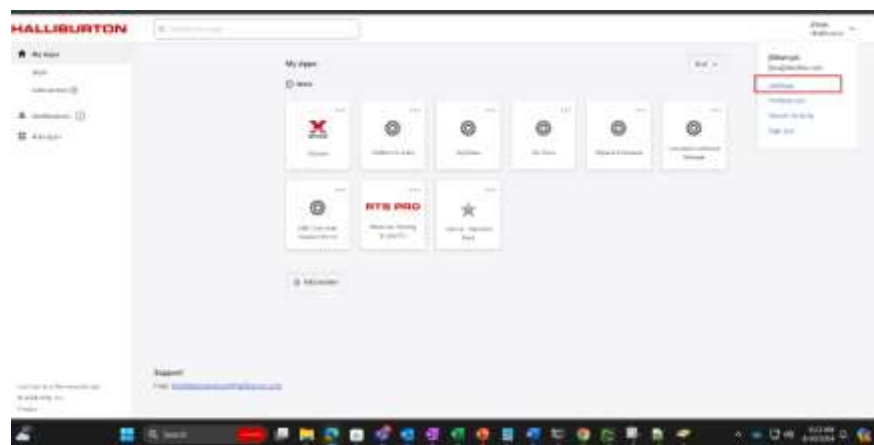
[Back to sign in](#)

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.

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



5. Click "Settings" from the right corner



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



