

# HALLIBURTON

## 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
- The SMS/voice call option has been discontinued as of May 12, 2025, and will no longer be available. Available multi-factor authenticators are 'Google Authenticator', Okta verify'

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

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

**HALLIBURTON**

Sign In

☐ Remember me

**Next**

Need help signing in?


Don't have an account? **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](#)

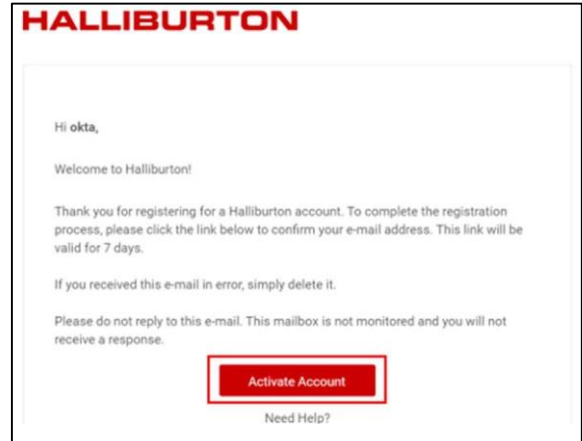
By logging into this application, you are agreeing to the terms in the [Halliburton Privacy Policy](#) which contains information about how your personal data is processed.

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

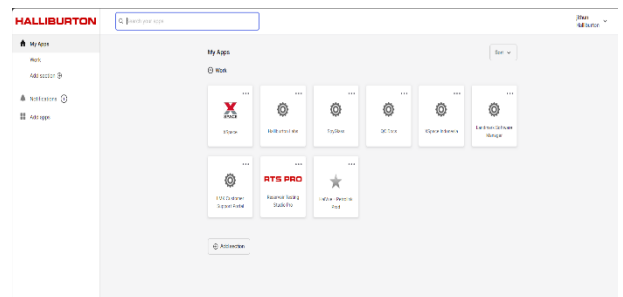
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- Click on the **Activate Account** button in the email that you would have received from InfoSec\_Okta [InfoSec@okta.halliburton.com](mailto:InfoSec@okta.halliburton.com)

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

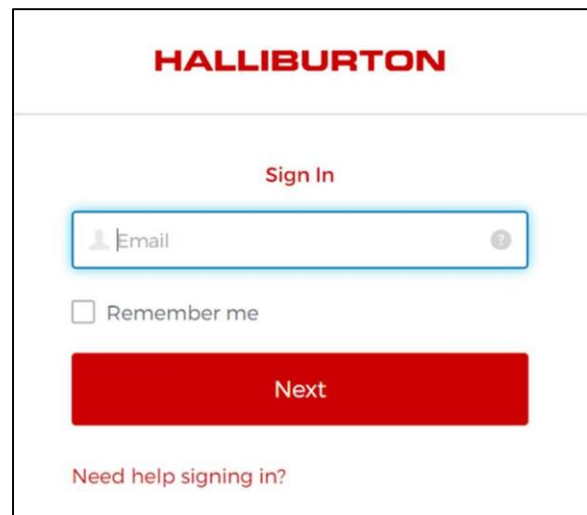


- After successful activation, the portal will display the application(s) to which you have access.



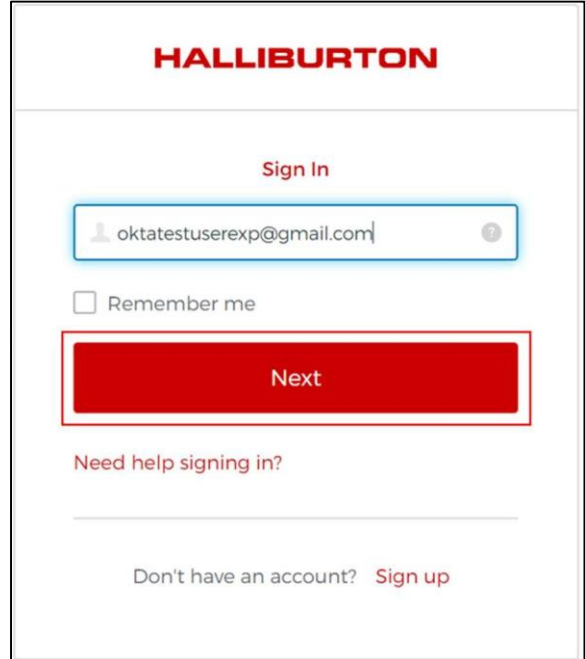
## 2. Login to the Halliburton External User Portal

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



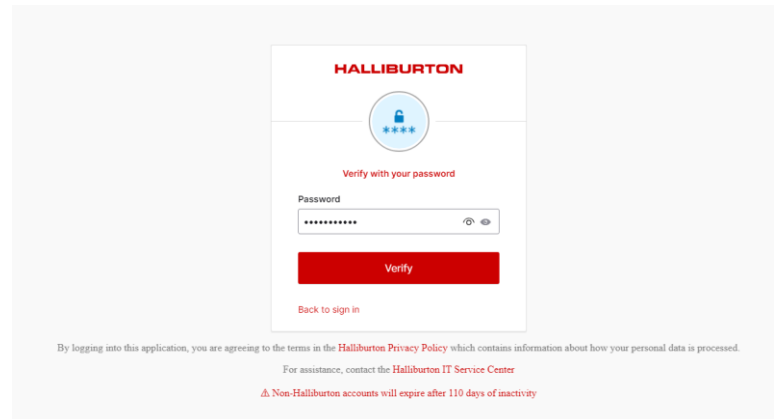
2. Enter your email address and click **Next**.

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



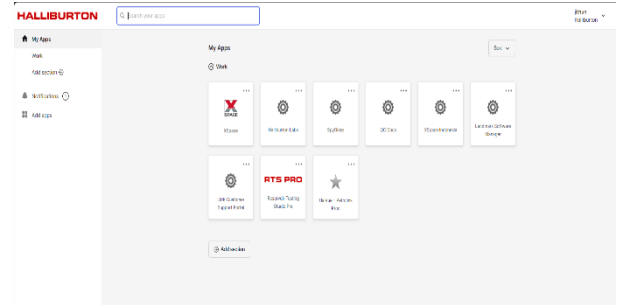
The screenshot shows the Halliburton Sign In page. At the top is the Halliburton logo. Below it is the text "Sign In". There is a text input field containing the email address "oktatestuserexp@gmail.com". Below the input field is a checkbox labeled "Remember me". A red rectangular box highlights a red "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 visibility. A red rectangular box highlights a red "Verify" button. Below the button is the text "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

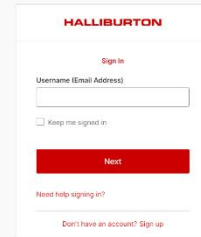
Need help signing in?

Forgot Password?



Don't have an account? Sign up

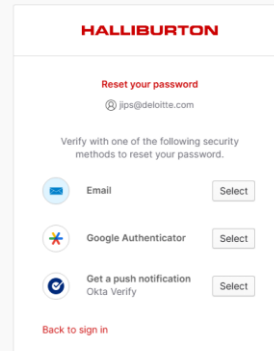
5. Enter your username



The image shows a 'Sign In' form for Halliburton. It has a red header with the Halliburton logo. Below the header, there is a 'Sign In' title. A text input field is labeled 'Username (Email Address)'. Below the input field is a checkbox labeled 'Keep me signed in'. A red 'Next' button is 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

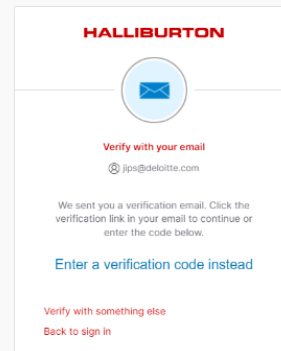
6. Three recovery options will be visible  
'Email', 'Google authenticator', 'Get a push notification – Okta verify'



The image shows a 'Reset your password' form for Halliburton. It has a red header with the Halliburton logo. Below the header, there is a 'Reset your password' title and an email address 'jips@deloitte.com'. Below this, it says 'Verify with one of the following security methods to reset your password.' There are three options, each with a 'Select' button: 'Email' (with an email icon), 'Google Authenticator' (with a Google Authenticator icon), and 'Get a push notification Okta Verify' (with an Okta Verify icon). 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 110 days of inactivity

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



The image shows a 'Verify with your email' form for Halliburton. It has a red header with the Halliburton logo. Below the header, there is a large blue circle with a white envelope icon. Below this, there is a 'Verify with your email' title and an email address 'jips@deloitte.com'. Below this, it says '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'. At the bottom, there is a link 'Verify with something else' and a link 'Back to sign in'.

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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?](#)

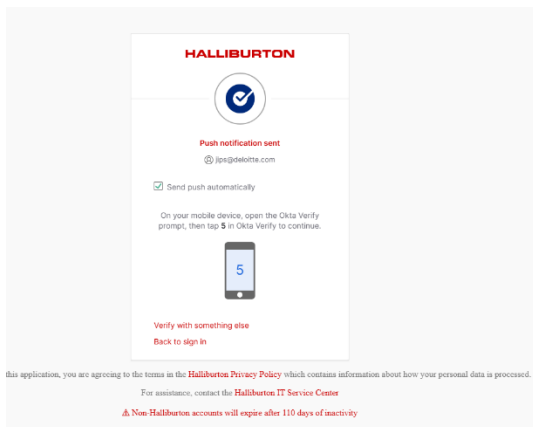
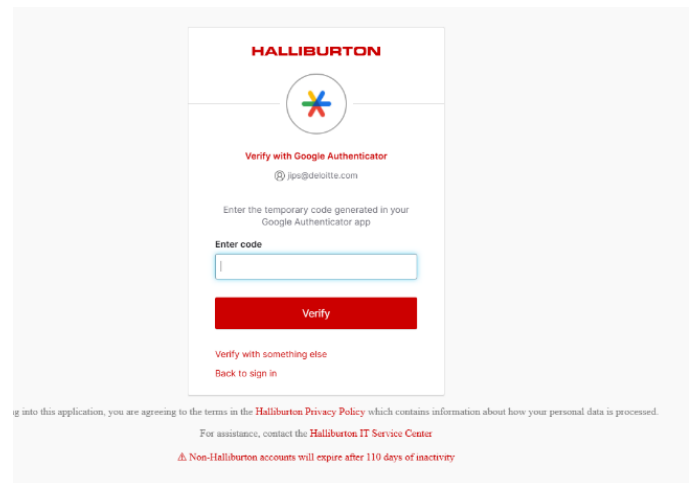
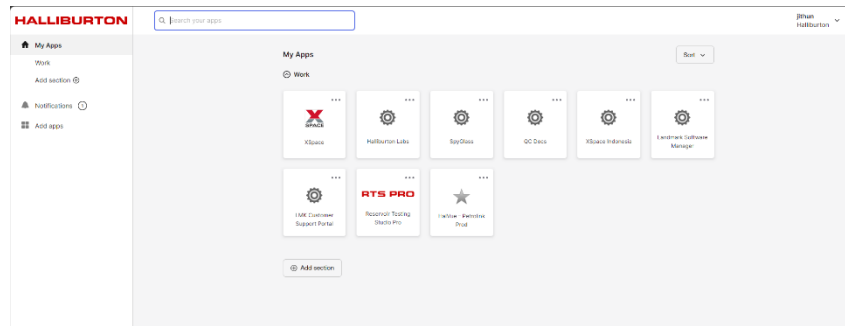
E-mail: [Halliburton Service Center](#)

Call: (866) 425-1919

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

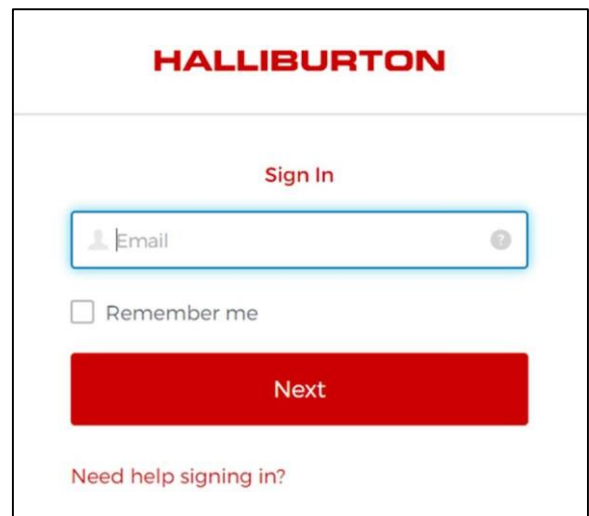
If you click google authenticator, it will ask you to provide the code from the app you installed it on your phone.

The same works for okta verify push, you will get a push and that helps you to reset account.



## 5. Self-service MFA Reset

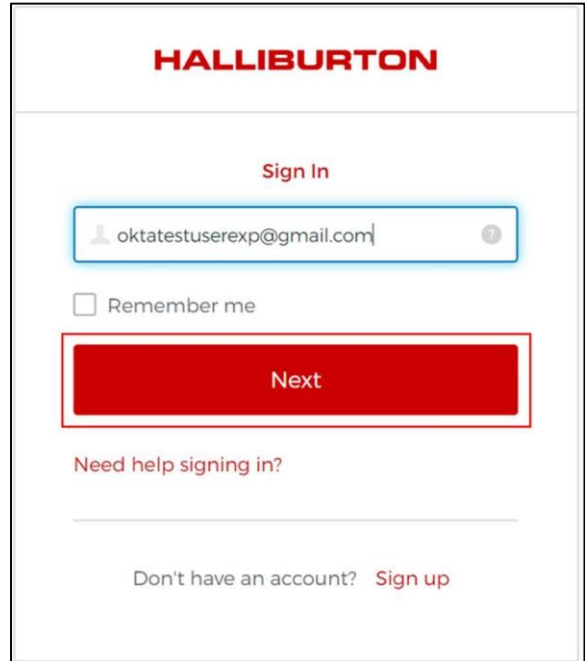
1. Navigate to <https://myapps.halliburton.com>





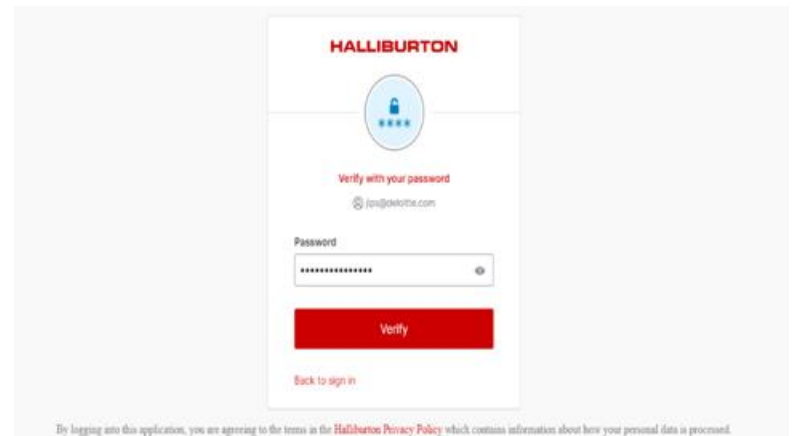
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2. Enter your email address and click **Next**.



The image shows the Halliburton Sign In screen. At the top is the Halliburton logo. Below it is the text "Sign In". There is an email input field containing "oktatestuserexp@gmail.com" with a question mark icon to its right. Below the email field is a checkbox labeled "Remember me". A large red 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".

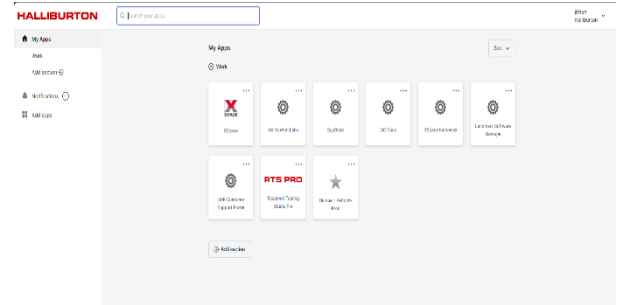
3. Enter your password and click **Sign In**.



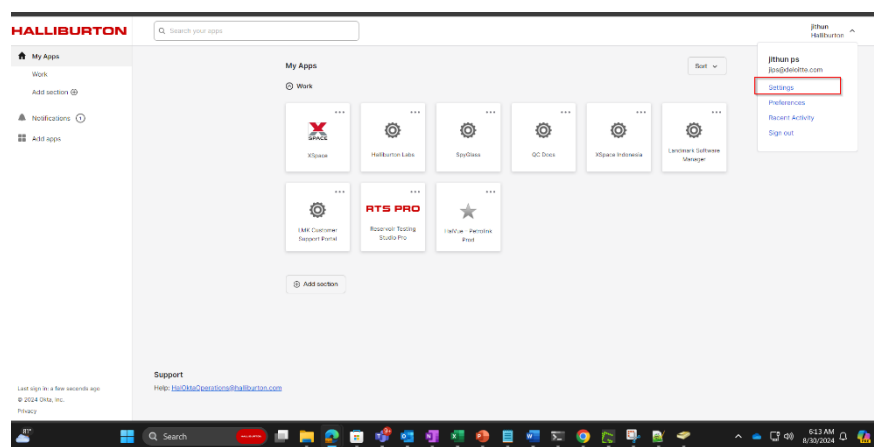
The image shows the Halliburton Verify screen. At the top is the Halliburton logo. Below it is a circular icon with a padlock and four stars. The text "Verify with your password" is displayed, followed by the email "jva@oktate.com". There is a password input field labeled "Password" with a question mark icon to its right. Below the password field is a red button labeled "Verify". At the bottom, it says "Back to sign in".

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



- Click "Settings" from the right corner



- Google Authenticator or Okta Verify can be seen as MFA enrollment.  
Note: The SMS/voice call option has been discontinued as of May 12, 2025, and will no longer be available.

