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 <u>DL Infosec Okta@halliburton.com</u>
- 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://myappstest.halliburton.com at least 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://myappstest.halliburton.com/
- 2. The login page appears, click on Sign up.

	Sign In
1 Email	
Remember r	ne
	Next
Need help signir	ng in?

3. Complete the required fields and click on Register.

Cre	eate Account
Email *	
This field cannot	be left blank
Password *	
First name *	
Last name *	
Company Name *	
Justification	
indicates required	lfield

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



 Click on the Activate Account button in the email that you would have received from InfoSec_Okta iam@oktastage.halliburton.com

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

HALLIBURTON

Hi okta,

Welcome to Halliburton!

Thank you for registering for a Halliburton account. To complete the registration process, please click the link below to confirm your e-mail address. This link will be valid for 7 days.

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.

Activate Account

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		IVCOverant Separated	RTS PRO Financia holica Staticito	titlar description				
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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://myappstest.halliburton.com

HALLIBU	RTON
Sign I	n
上 Email	0
Remember me	
Next	

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.

	Sign In
L o	ktatestuserexp@gmail.com
] Re	member me
	Next
leed	help signing in?

3. Enter your password and click Sign In.

	HALLIBURTON	
	Verify with your password	
	(8) jips@deloitte.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 in	formation about how your personal data is processed.
	For assistance, contact the Halliburton IT Service Center	
٨	Non-Halliburton accounts will expire after 90 days of inactiv	ity

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



3. Self-service Password reset

- 1. Navigate to <u>https://myappstest.halliburton.com</u>
- 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?

	ALLIBURI	
	Sign In	
Username (E	mail Address)	
user@xyz.c	om	
🗌 Keep me	signed in	
	Next	
Need help si	gning in?	
Forgot Passy	vord?	

5. Enter your username

	HALLIBURTON	
	Reset your password	
	Email or Username	
	1	
	Next	
	Back to sign in	
By logging into this application, you are agreeing to	the terms in the Halliburton Privacy Policy which contain	is information about how your personal data is processed
	For assistance, contact the Halliburton IT Service Cen	er
Δ	Non-Halliburton accounts will expire after 90 days of in	activity

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





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

 You will receive an email from InfoSec_Okta iam@oktastage.halliburton.com

Click on Reset Password in the email.

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

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



▲ Non-Halliburton accounts will expire after 90 days of inactivity

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	

Reset your Halliburton password	
(g) jips@deloitte.com	
Password requirements:	
At least 12 characters A lowercase letter An uppercase letter An uppercase letter Asymbol No parts of your usemame Does not include your first name Does not include your first name Password can't be the same as your last 10 password New password	
•	
Re-enter password	
۵	
Sign me out of all other devices.	
Reset Password	
Back to sign in	

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

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.

	HALLIBURTON	
	•	
	Push notification sent	
	Ø jips@deloitte.com	
	Send push automatically	
	On your mobile device, open the Okta Verify prompt, then tap 5 in Okta Verify to continue.	
	5	
	Verify with something else	
	Back to sign in	
this application, you are agreeing to	the terms in the Halliburton Privacy Policy which contains inf	ormation about how your personal data is processed.
	For assistance, contact the Halliburton IT Service Center	
Δ	Non-Halliburton accounts will expire after 110 days of inactiv	ity

4. Self-service MFA Reset

1. Navigate to https://myappstest.halliburton.com

HALLIBURTON	Q, Bearch your apps]					Jithun Haliburton
My Apps Work Add section ®		My Apps © Work					Bat v	
A Notifications 🛈		Xipace	Haliburron Labs	SpyClass	 ©	Xispace Indonesia	Cendmark Software Kinnager	
		IMC Dastoney Support Portal	RESERVED TESTINg Studio Pho	tialite - Perolink Prod				
		Add section						

	HALLIBURTON	
	Verify with Google Authenticator	
	(B) jips@deloitte.com	
	Enter the temporary code generated in your Google Authenticator app	
	Enter code	
	1	
	Verify	
	Verify with something else	
	Back to sign in	
into this application, you are agreeing to	he terms in the Halliburton Privacy Policy which contains i	aformation about how your personal data is processed.
	For assistance, contact the Halliburton IT Service Center	
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	ton-filling on accounts will explicit and file onlys of lines	(intro)

HALLIBU	RTON
Sign Ir	I
🔔 Email	0
Remember me	
Next	

2. Enter your email address and click Next.

HALLIBURTON
Sign In
L 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.

	HALLIBURTON	NC	

	Verify with your password	ord	
	(Ø jips@deloitte.com		
	Password		
	•••••	0	
	Verify		
	Back to sign in		
By logging into this application, you are agreeing to t	he terms in the Halliburton Privacy Policy w	y which contains information about how your personal data is processed	I.
	For assistance, contact the Halliburton IT	IT Service Center	
٨	Non-Halliburton accounts will expire after 9	er 90 days of inactivity	

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 authenticator

Account			
Personal Information	ation	Edit 🗸 Security Methods	
First name	John	Security methods help your account security when signing in to Okta and other applications.	
Last name	tester	Password Reset	/
Okta username	Jips@deloitte.com		
Primary email	JIps@deloitte.com	Okta Verify Set up	/
Mobile phone		Google Authenticator Set up	
UserPrincipalName	Jips@deloitte.com		
User type	XNET	End All Sessions	
Display name	John tester	For your security you can and all active sections on every device that has accessed	
Title		your account.	
fName		Sign out	