

## 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:

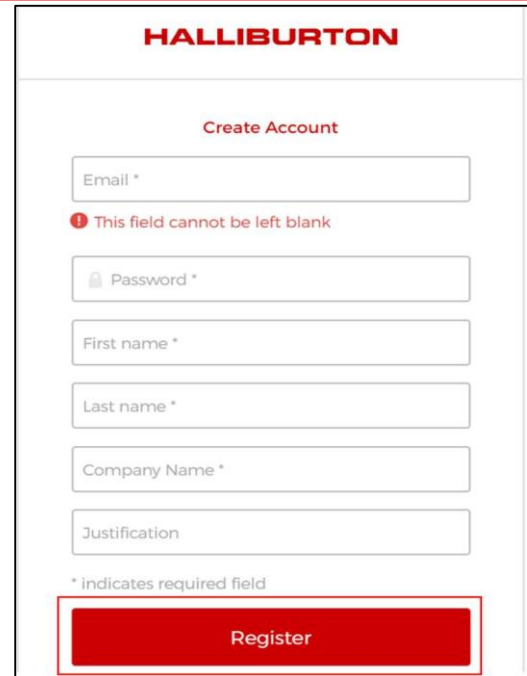
- Account unlocks – Wait for 30 minutes, the account will be automatically unlocked. If there is an urgent need, submit a service now incident and email to [DL\\_Infosec\\_Okta@halliburton.com](mailto:DL_Infosec_Okta@halliburton.com)
- Users with @halliburton.com email addresses should go to Office.com 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://myappstest.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://myappstest.halliburton.com/>
2. The login page appears, click on **Sign up**.

The screenshot shows the login interface for Halliburton. At the top, the 'HALLIBURTON' logo is displayed in red. Below the logo, the text 'Sign In' is centered. There is an input field for 'Email' with a magnifying glass icon on the right. Below the input field is a checkbox labeled 'Remember me'. A large red button labeled 'Next' is centered below the checkbox. At the bottom of the page, there is a link 'Need help signing in?' and a 'Sign up' button.

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, a red button labeled 'Register' is highlighted with a red border. A legend below the fields states '\* indicates required field'.

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

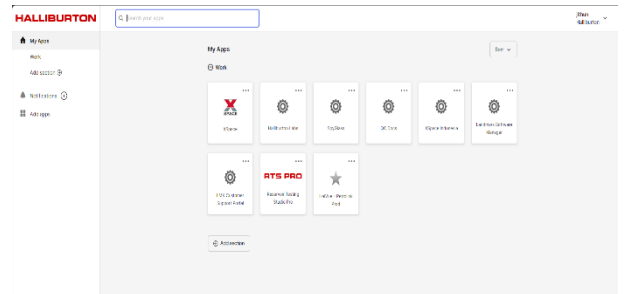
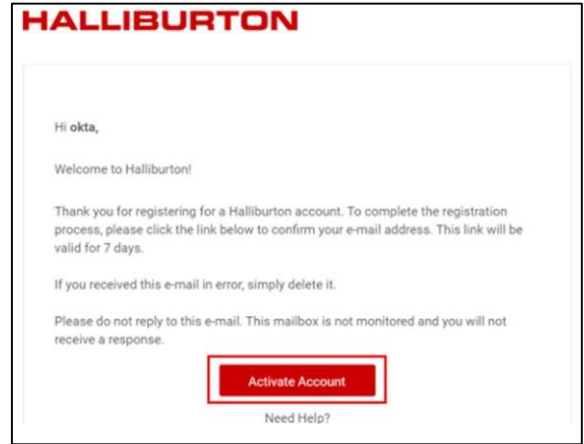


# HALLIBURTON

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

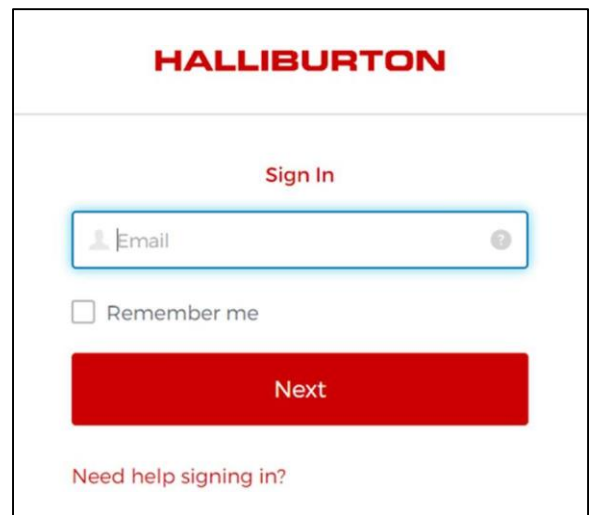
**Note:** If you do not activate your account, you will not be able to access any further features.

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



## 2. Login to the Halliburton External User Portal

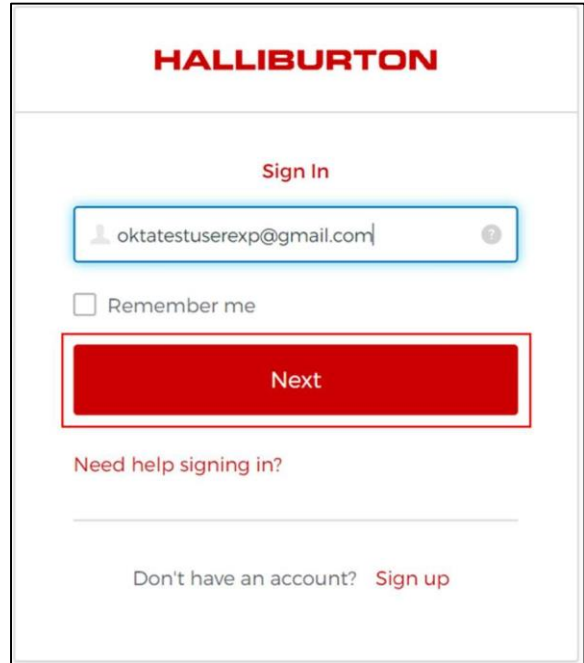
1. Navigate to <https://myappstest.halliburton.com>



# HALLIBURTON

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.



**HALLIBURTON**

Sign In

oktatestuserexp@gmail.com

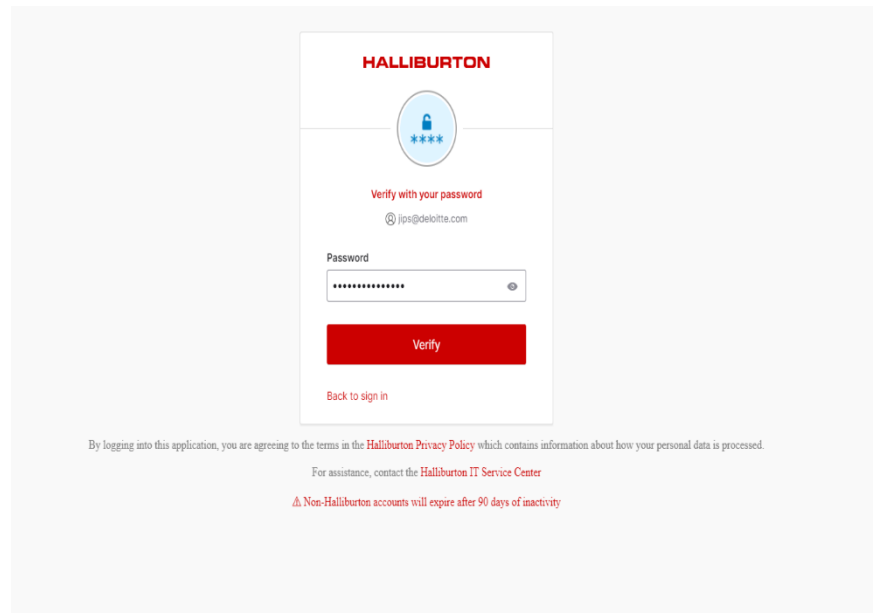
Remember me

**Next**

Need help signing in?

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

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



**HALLIBURTON**

Verify with your password

jips@deloitte.com

Password

\*\*\*\*\*

**Verify**

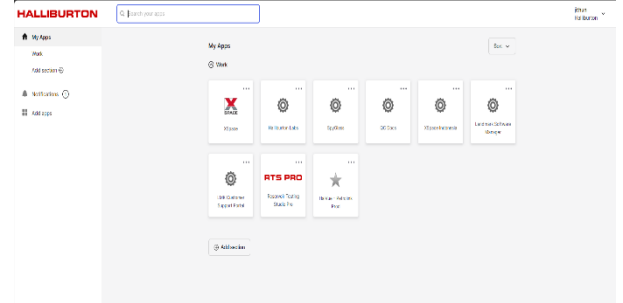
[Back to sign in](#)

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

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

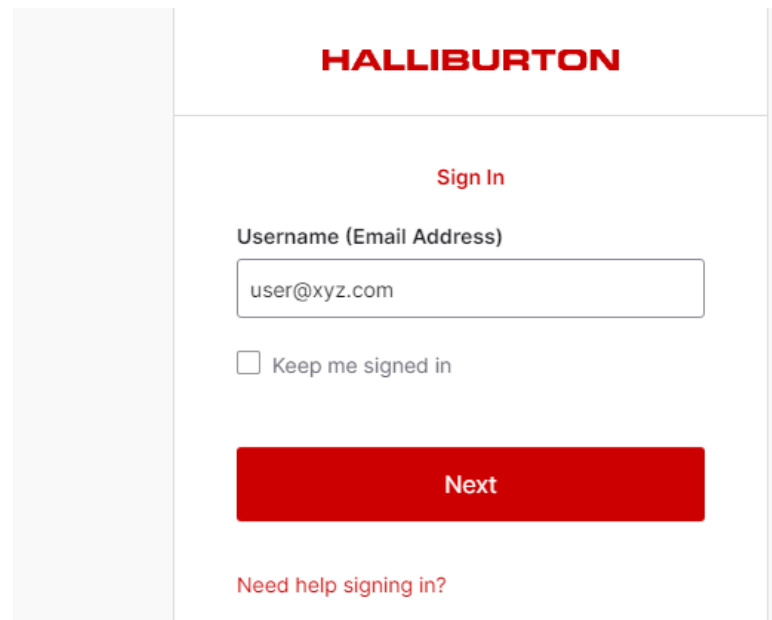
⚠ Non-Halliburton accounts will expire after 90 days of inactivity

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



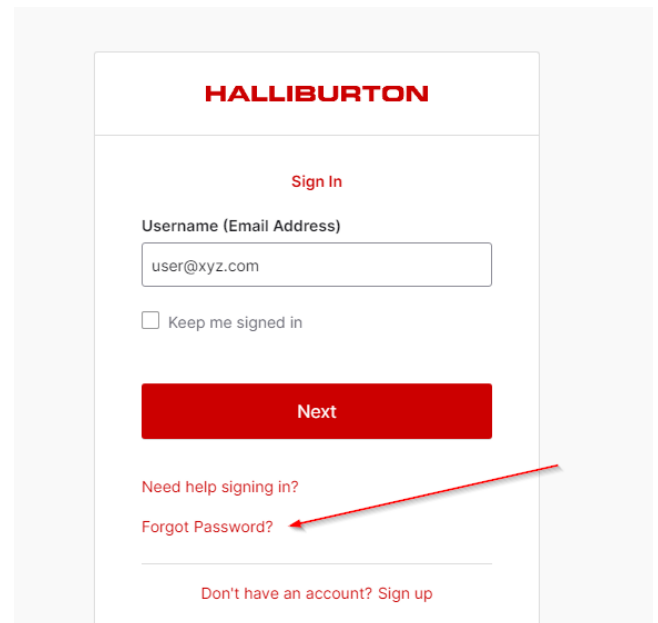
### 3. Self-service Password reset

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

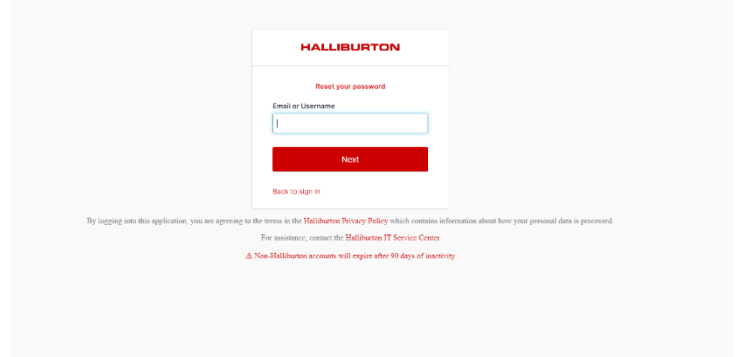


3. The following options are displayed
  - Forgot Password?
  - End user reference guide

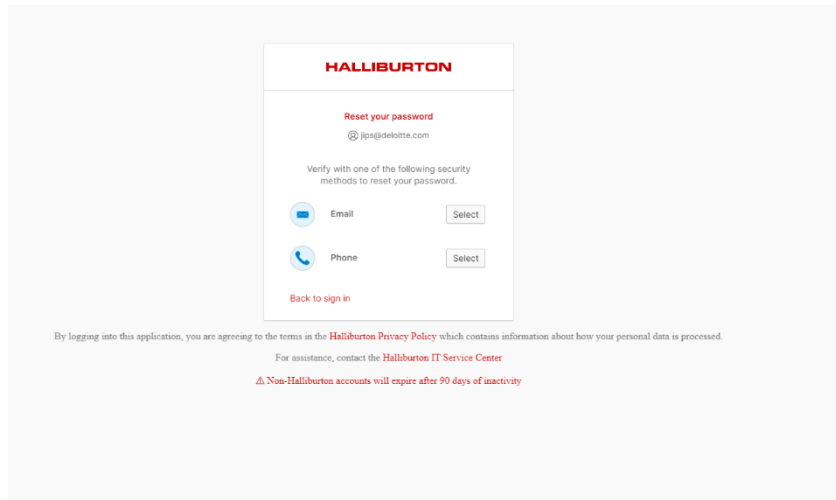
4. Click on **Forgot Password?**



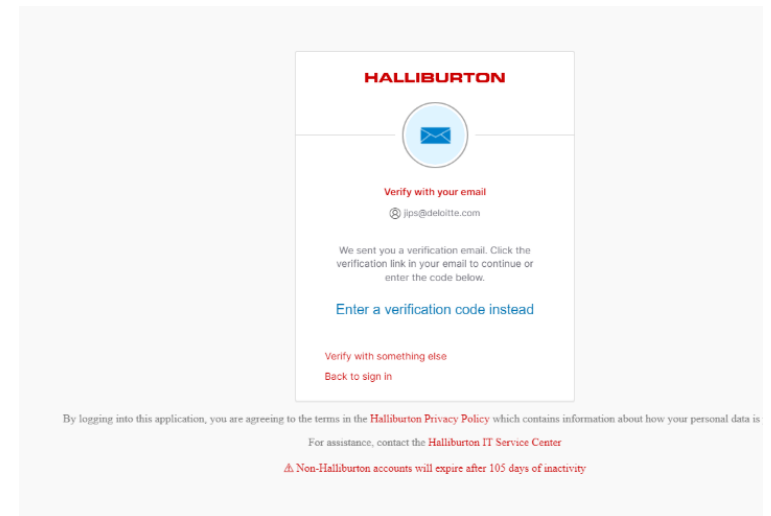
5. Enter your username



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



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



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

**HALLIBURTON**

Verify with your email  
jps@deloitte.com

Haven't received an email? Send again

We sent you a verification email. Click the verification link in your email to continue or enter the code below.

Enter Code  
282451

Verify

Verify with something else  
Back to sign in

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

**HALLIBURTON**

Reset your Halliburton password  
jps@deloitte.com

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 10 passwords

New password

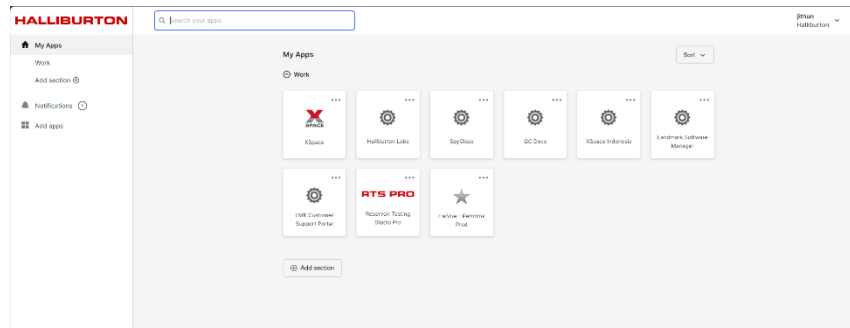
Re-enter password

Sign me out of all other devices.

Reset Password

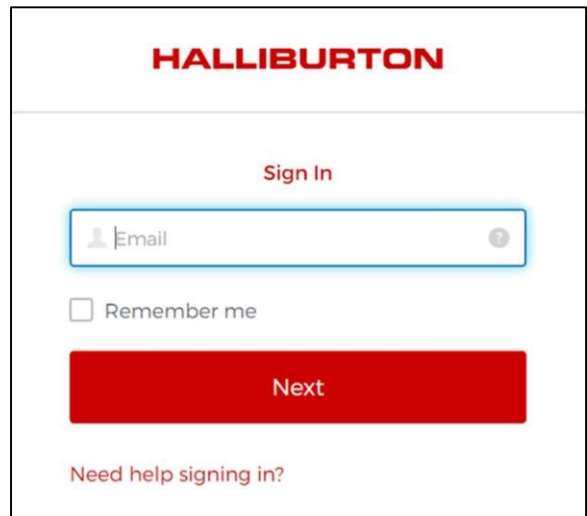
Back to sign in

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



## 4. Self-service MFA Reset

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





# HALLIBURTON

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

**HALLIBURTON**

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**.

**HALLIBURTON**

Verify with your password

jjps@deloitte.com

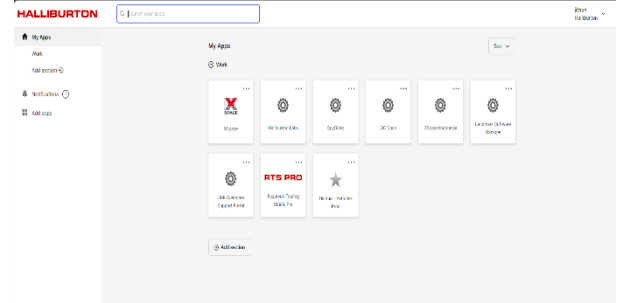
Password

Verify

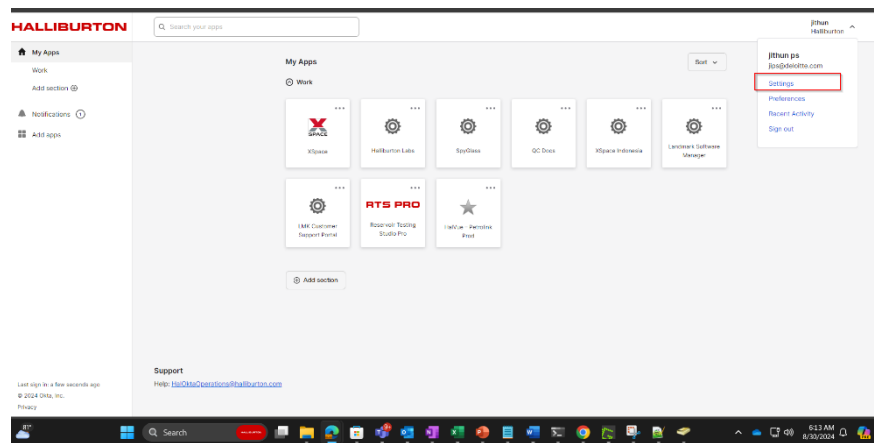
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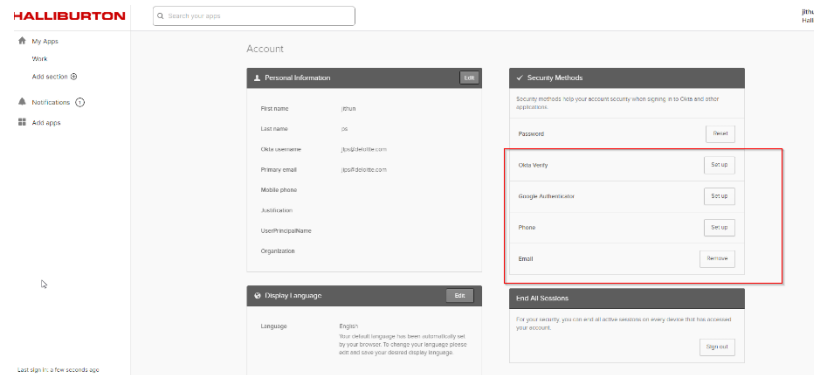
- After successful login, the portal displays the application(s) to which you have access.



- Click "Settings" from the right corner



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



**HALLIBURTON**