

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:

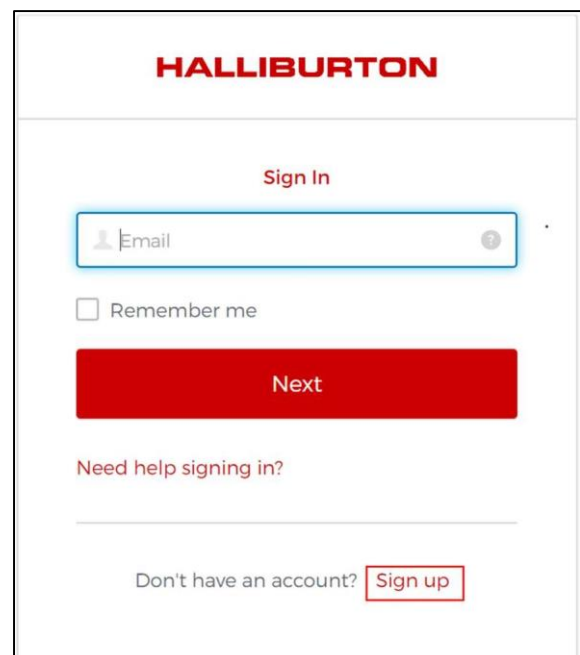
1. Register to the Halliburton External User portal
2. Login to the Halliburton External User Portal
3. Self Service Password Reset
4. Self-service MFA Reset

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://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**.



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Sign In

Email

☐ Remember me

Next

Need help signing in?

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


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

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Create Account

Email *

! This field cannot be left blank

 Password *

First name *

Last name *

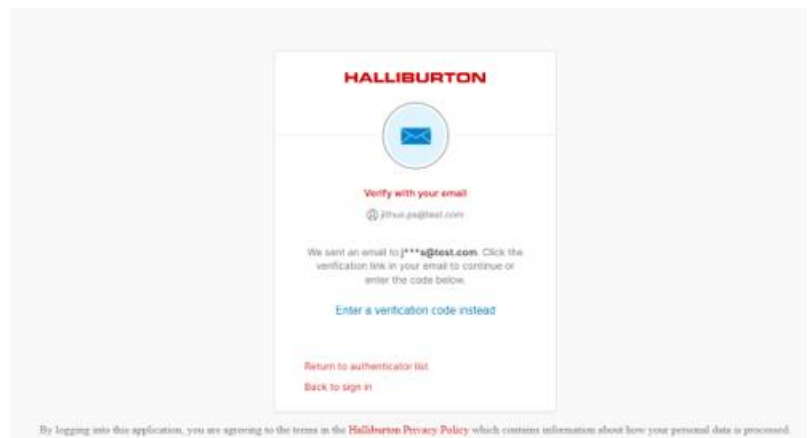
Company Name *

Justification

* indicates required field

Register

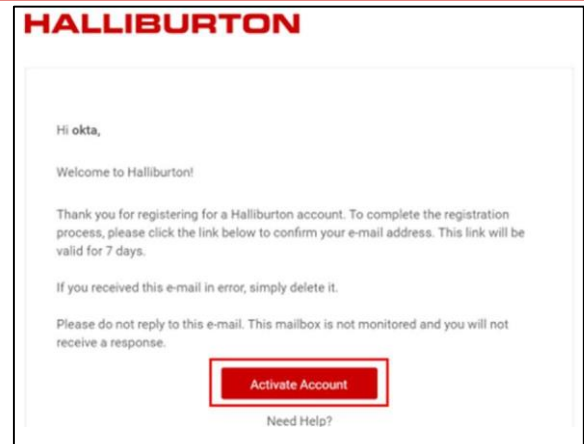
4. A verification email is sent to your registered email address.



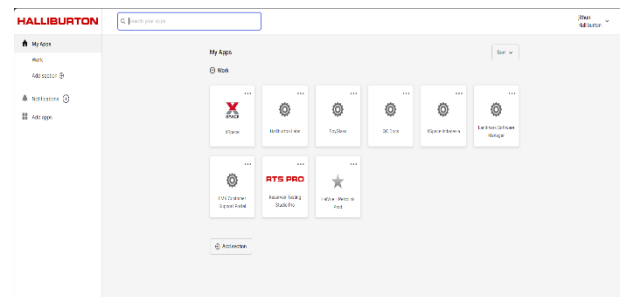
HALLIBURTON

- 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.

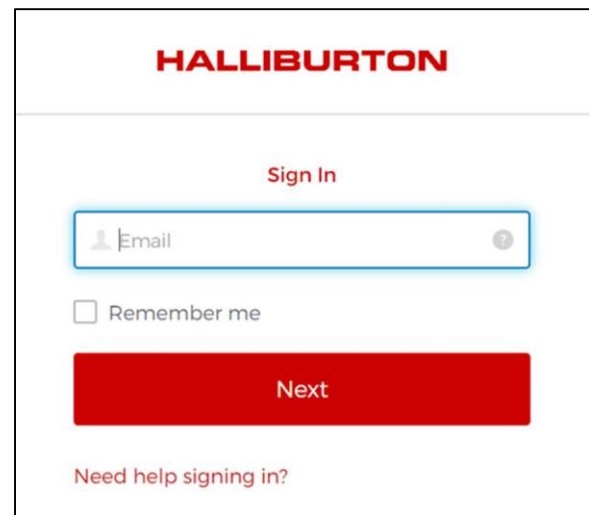


6. After successful activation, the portal will display the application(s) to which you have access.



2. Login to the Halliburton External User Portal

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



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

jjs@deloitte.com

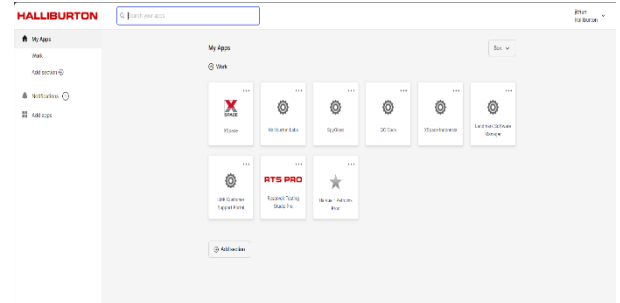
Password

Verify

[Back to sign in](#)

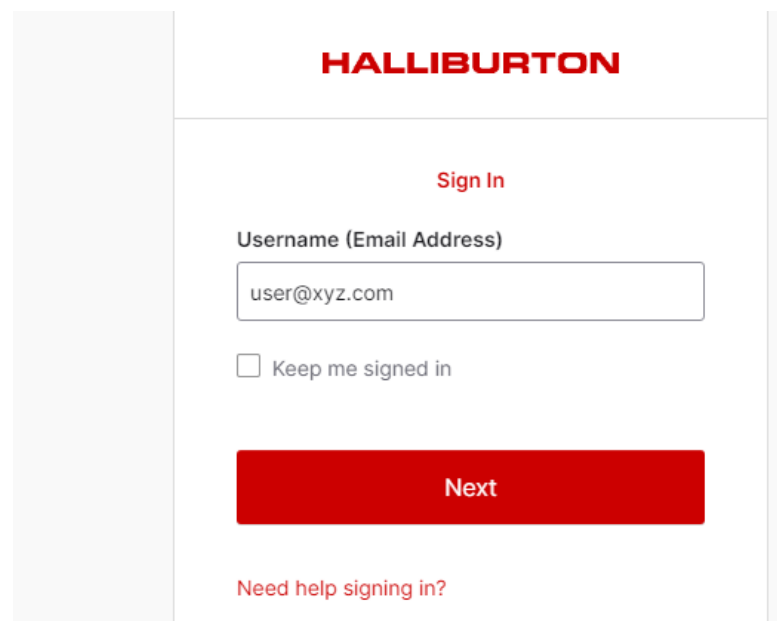
By logging into this application, you are agreeing to the terms in the [Halliburton Privacy Policy](#) which contains information about how your personal data is processed.
For assistance, contact the [Halliburton IT Service Center](#)
⚠ Non-Halliburton accounts will expire after 90 days of inactivity

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



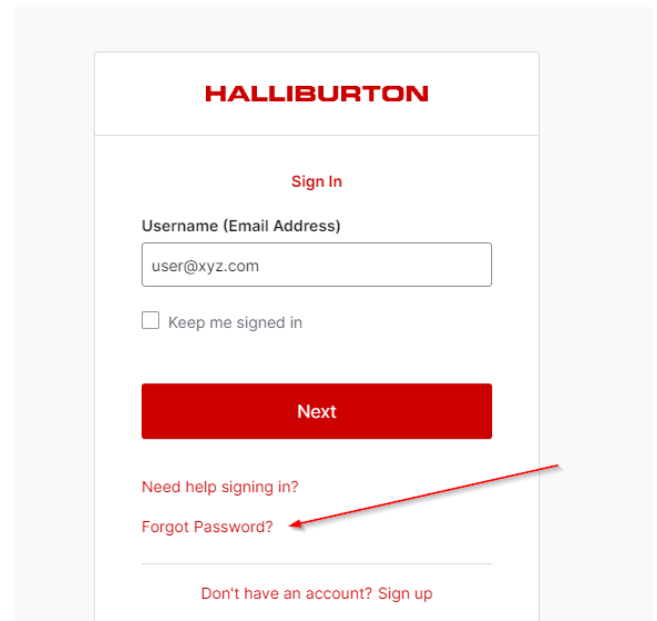
3. Self-service Password reset

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



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

- Click on **Forgot Password?**



5. Enter your username

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Reset your password

Email or Username

Next

[Back to sign in](#)

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

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Reset your password

jps@deloitte.com

Verify with one of the following security methods to reset your password.

Email Select

Phone Select

[Back to sign in](#)

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

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Verify with your email

jps@deloitte.com

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

[Enter a verification code instead](#)

[Verify with something else](#)

[Back to sign in](#)

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⚠ Non-Halliburton accounts will expire after 105 days of inactivity

8. 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'

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.

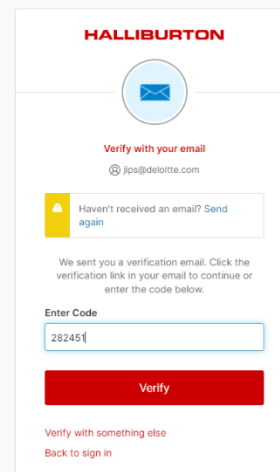
Please do not reply to this e-mail. This mailbox is not monitored and you will not receive a response.

[Reset Password](#)

[Need Help?](#)

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

Call: (866) 425-1919

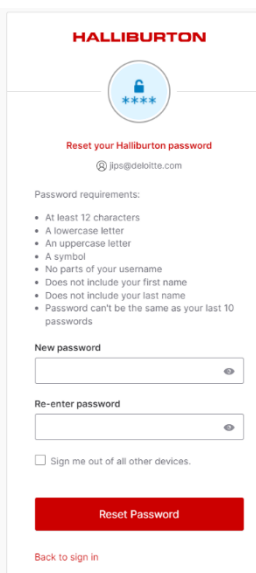


The image shows a mobile app screen for Okta verification. At the top is the Halliburton logo. Below it is a blue envelope icon. The text reads 'Verify with your email' followed by the email address 'jps@deloitte.com'. There is a yellow warning icon and a link 'Haven't received an email? Send again'. Below that, 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 text input field labeled 'Enter Code' with the value '282451'. Below the input field is a red 'Verify' button. At the bottom, there are links for 'Verify with something else' and 'Back to sign in'.

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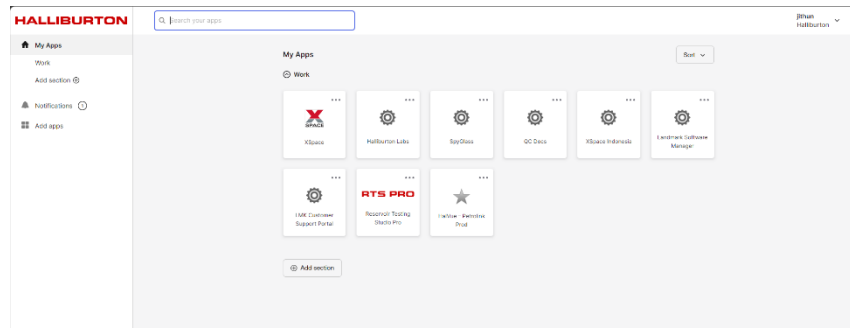
For assistance, contact the [Halliburton IT Service Center](#)

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



The image shows a mobile app screen for resetting a password. At the top is the Halliburton logo. Below it is a blue padlock icon. The text reads 'Reset your Halliburton password' followed by the email address 'jps@deloitte.com'. Below that, it lists 'Password requirements:' with a bulleted list: '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', and 'Password can't be the same as your last 10 passwords'. There are two text input fields: 'New password' and 'Re-enter password', both with eye icons for toggling visibility. Below the input fields is a checkbox for 'Sign me out of all other devices.' At the bottom, there is a red 'Reset Password' button and a link for 'Back to sign in'.

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



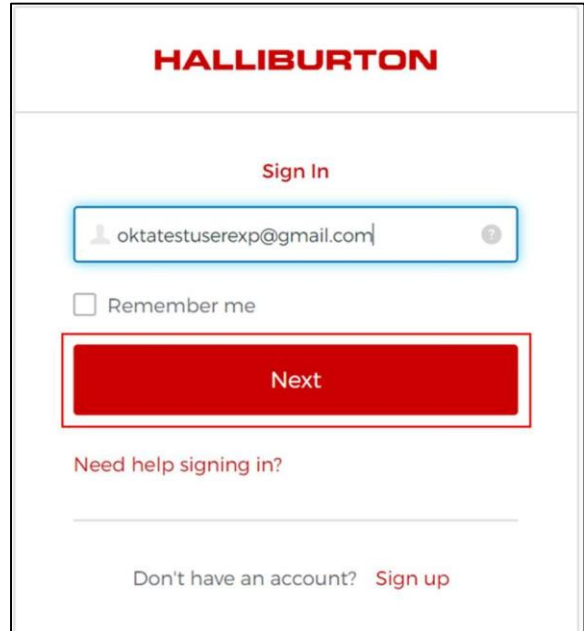
4. Self-service MFA Reset

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

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

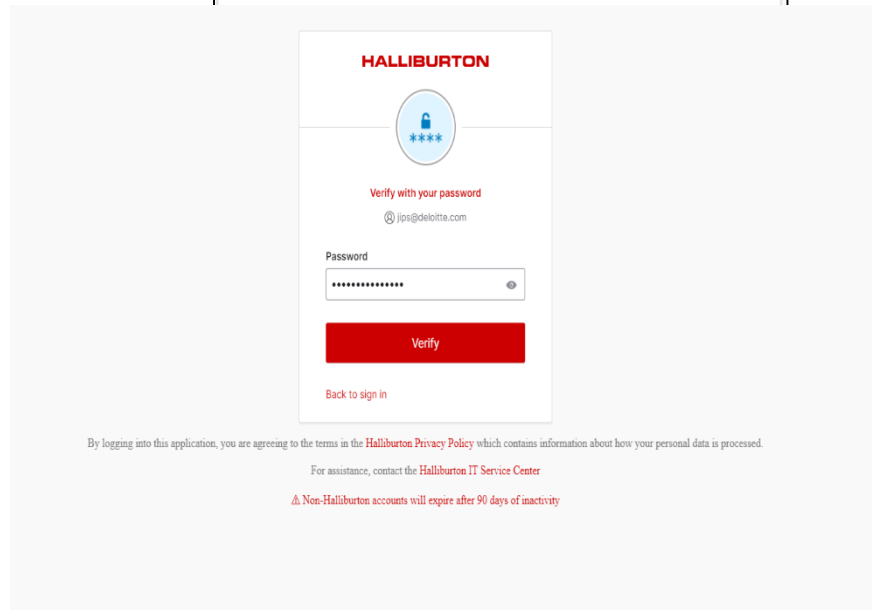
HALLIBURTON

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. Below the button is the text "Need help signing in?". At the bottom, there is a link "Don't have an account? Sign up".

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



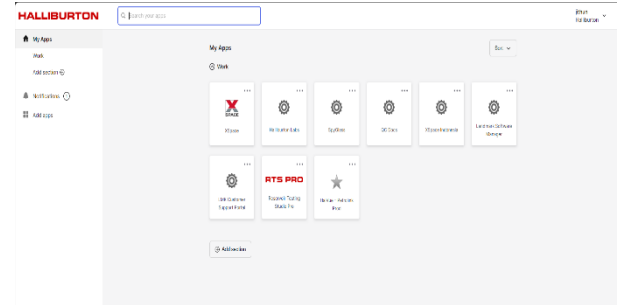
The image shows the Halliburton Verify with your password screen. At the top is the Halliburton logo. Below it is a circular icon with a lock and four asterisks. Below the icon is the text "Verify with your password". There is a text input field containing the email address "jjsa@deloitte.com". Below the input field is the text "Password". There is a text input field containing a password represented by asterisks. Below the input field is a red rectangular button labeled "Verify". Below the button is a link "Back to sign in".

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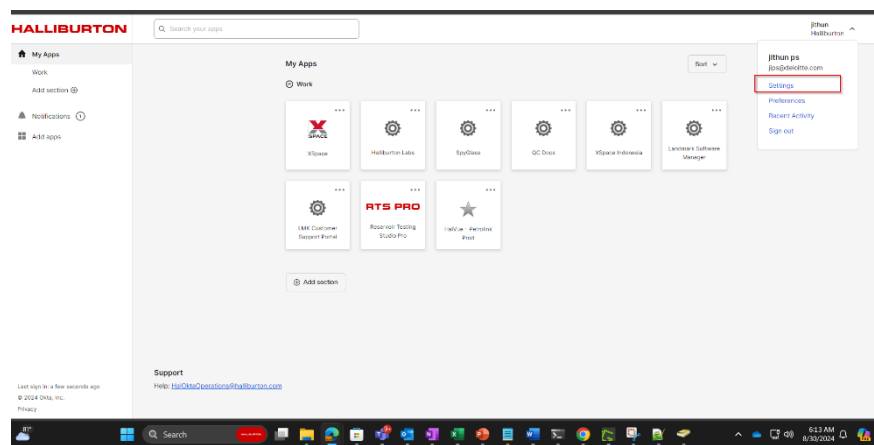
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- After successful login, the portal displays the application(s) to which you have access.



- Click "Settings" from the right corner



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

