

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:

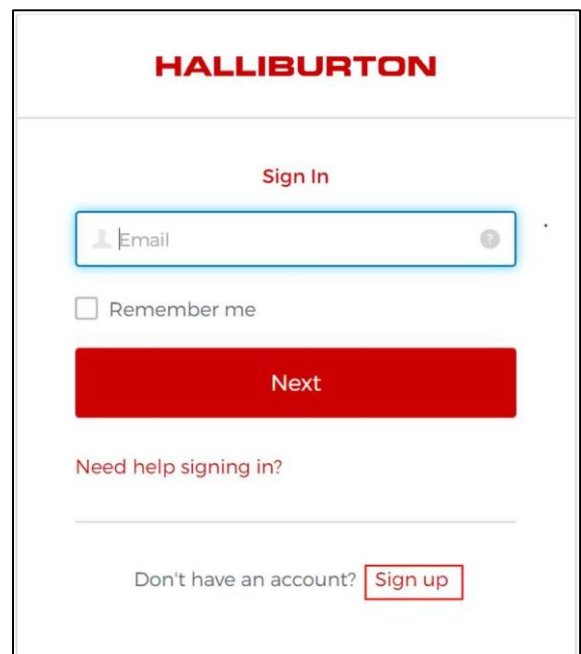
1. Register to the Halliburton External User portal
2. Login to the Halliburton External User Portal
3. Self Service Password Reset
4. Self-service MFA Reset

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_IT_OktaOperations@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 105 days Inactivity. Users need to login to <https://myappstest.halliburton.com> atleast once to avoid account login issues.

1. Register to the Halliburton External User portal

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



HALLIBURTON

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**.

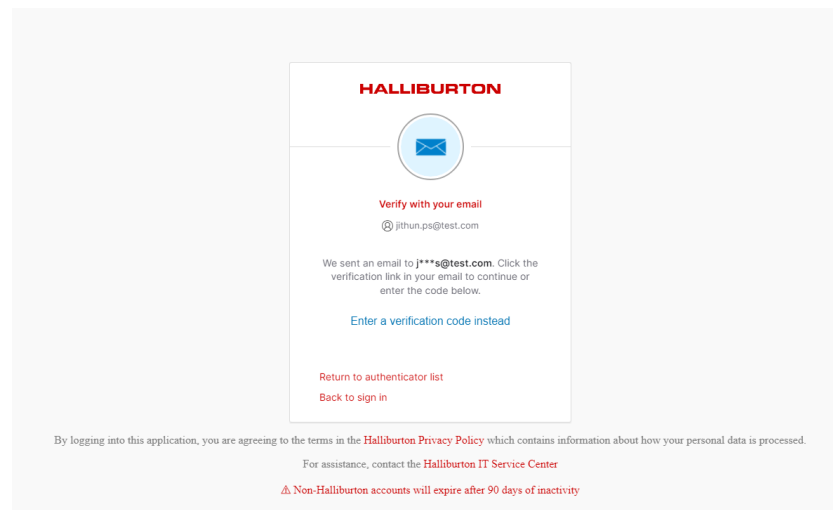
HALLIBURTON

Create Account

! This field cannot be left blank

* indicates required field

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

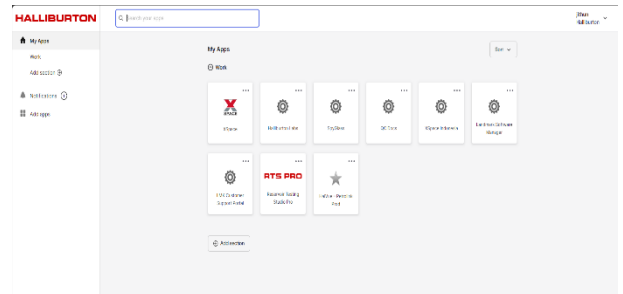
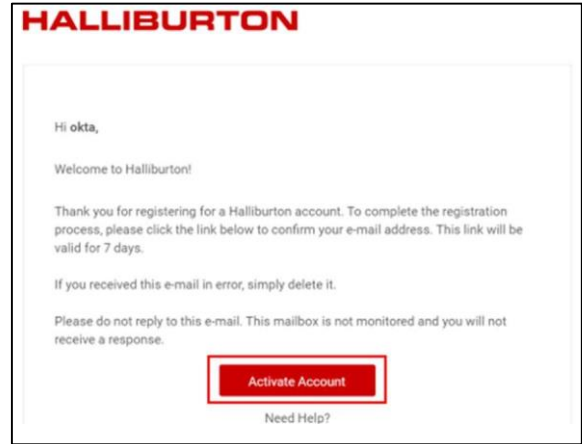


HALLIBURTON

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

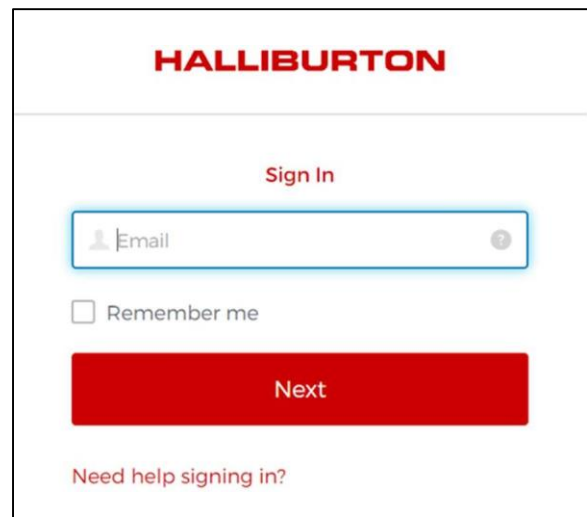
Note: If you do not activate your account, you will not be able to access any further features.

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

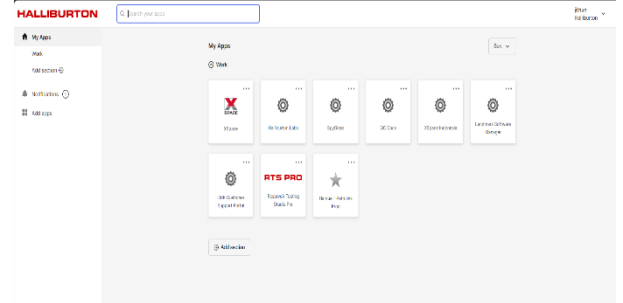
Password

Verify

[Back to sign in](#)

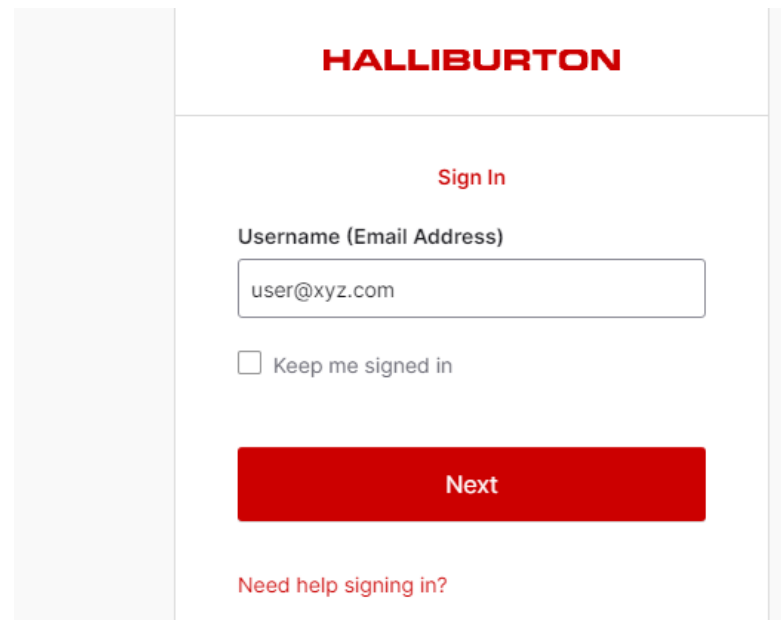
By logging into this application, you are agreeing to the terms in the [Halliburton Privacy Policy](#) which contains information about how your personal data is processed.
For assistance, contact the [Halliburton IT Service Center](#)
⚠ Non-Halliburton accounts will expire after 90 days of inactivity

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



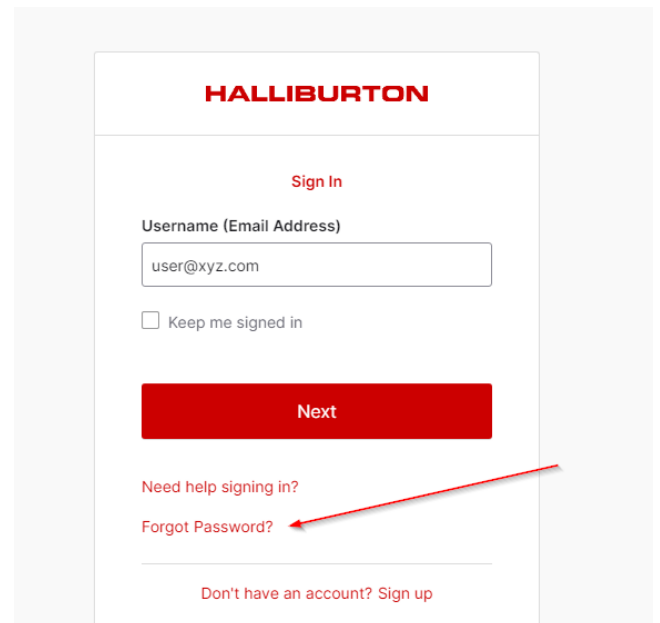
3. Self-service Password reset

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

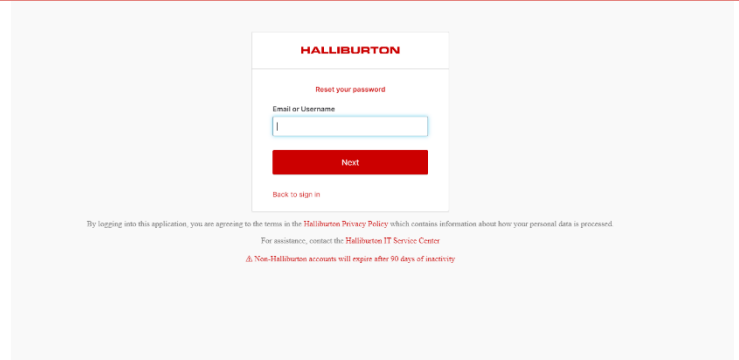


3. The following options are displayed
 - Forgot Password?
 - End user reference guide

4. Click on **Forgot Password?**

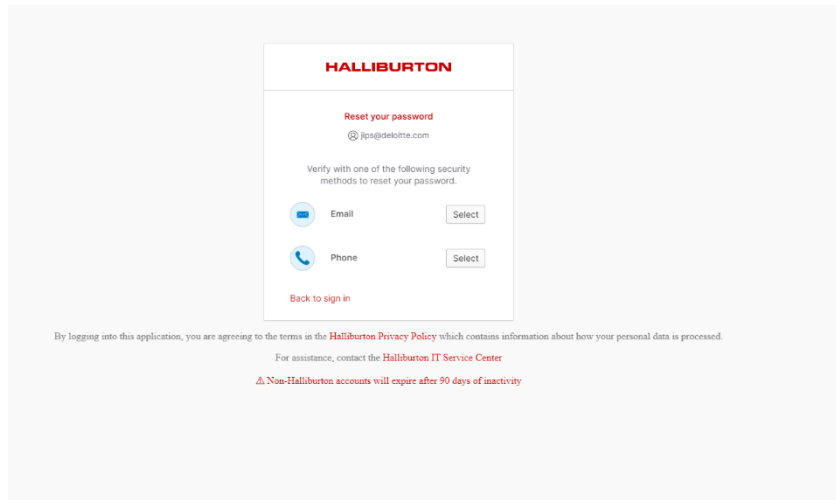


5. Enter your username



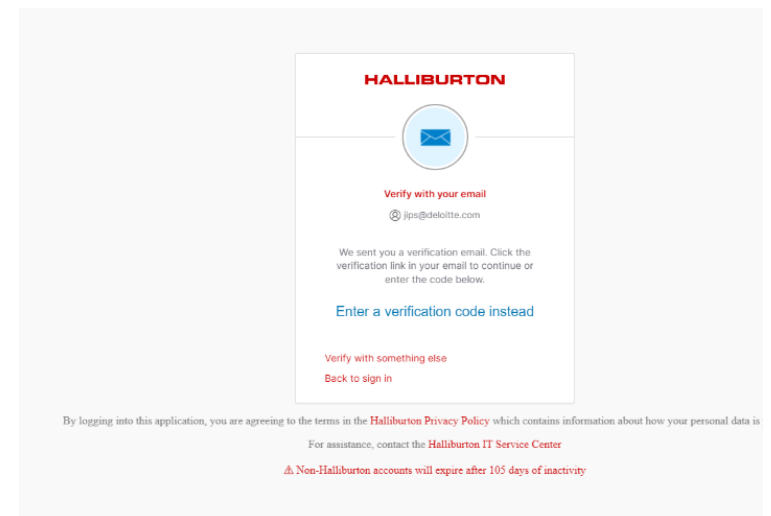
The screenshot shows the Halliburton password reset interface. At the top, the Halliburton logo is displayed. Below it, the heading 'Reset your password' is centered. Underneath, there is a text input field labeled 'Email or Username' with a cursor inside. A red 'Next' button is positioned below the input field. A link for 'Back to sign in' is located at the bottom of the form. Below the form, there is a 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. Δ Non-Halliburton accounts will expire after 90 days of inactivity.'

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



The screenshot shows the Halliburton password reset interface. The heading 'Reset your password' is centered, followed by the email address 'jps@deloitte.com'. Below this, the text reads: 'Verify with one of the following security methods to reset your password.' There are two options: 'Email' with a 'Select' button and 'Phone' with a 'Select' button. A 'Back to sign in' link is at the bottom of the form. Below the form, the same disclaimer as in the previous screenshot is present: '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. Δ Non-Halliburton accounts will expire after 90 days of inactivity.'

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



The screenshot shows the Halliburton password reset interface. A large blue envelope icon is centered at the top. Below it, the heading 'Verify with your email' is centered, followed by the email address 'jps@deloitte.com'. The text reads: 'We sent you a verification email. Click the verification link in your email to continue or enter the code below.' A blue link 'Enter a verification code instead' is provided. Below this, there are links for 'Verify with something else' and 'Back to sign in'. Below the form, the same disclaimer as in the previous screenshots is present: '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. Δ Non-Halliburton accounts will expire after 105 days of inactivity.'

- You will receive an email from **IT Security Operations** <no-reply@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 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
282454

[Verify](#)

[Verify with something else](#)
[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

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

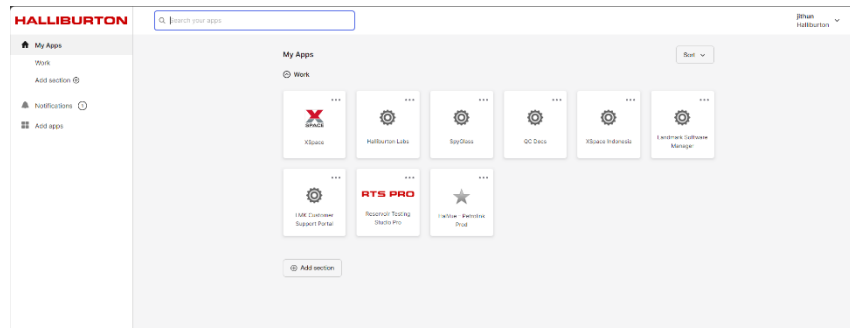
Re-enter password

Sign me out of all other devices.

[Reset Password](#)

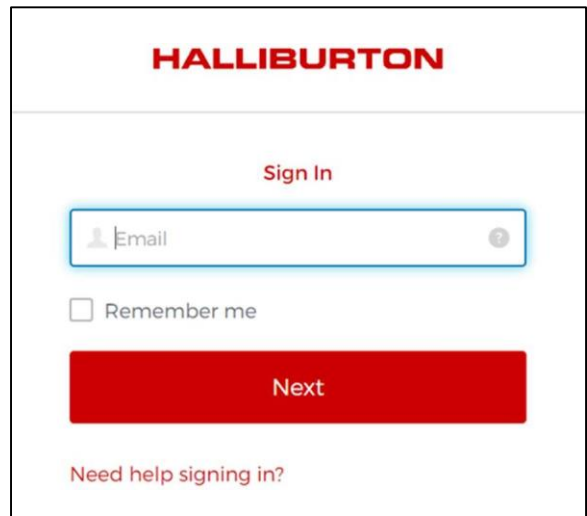
[Back to sign in](#)

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

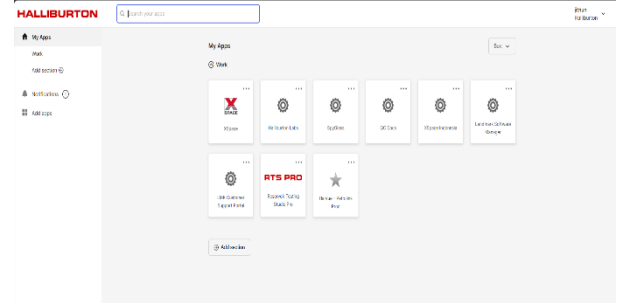
Password

Verify

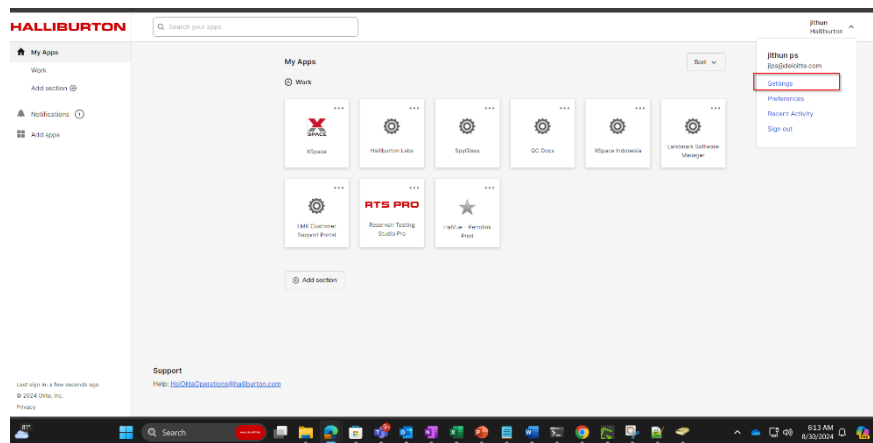
[Back to sign in](#)

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

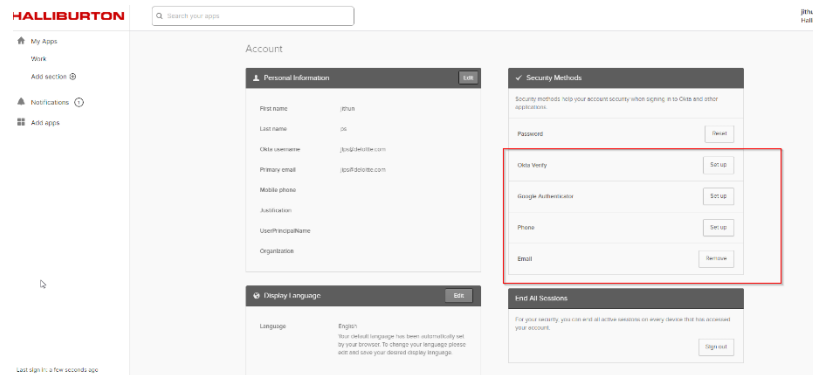
4. After successful login, the portal displays the application(s) to which you have access.



5. Click "Settings" from the right corner



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



HALLIBURTON