#### 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, MFA using the below reference sections. The user will have the ability to unlock and activate their accounts. 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 Account Activation
- 4. Self Service Password Reset
- 5. Self Service Multi Factor Authentication Reset
- 6. Account Unlock
- 7. Self Service Account Unlock

**NOTE**: Users with @halliburton.com email addresses should go to Office.com and use their Halliburton credentials for any password related issues

#### 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                        |   |
| 1 Email                        | • |
| Remember me                    |   |
| Next                           |   |
| Need help signing in?          |   |
| Don't have an account? Sign up |   |

3. Complete the required fields and click on Register.

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

|               | Create Account      |  |
|---------------|---------------------|--|
| Email *       |                     |  |
| This field c  | annot be left blank |  |
| Password      | d *                 |  |
| First name *  |                     |  |
| Last name *   |                     |  |
| Company N     | ame *               |  |
| Justification |                     |  |
| indicates rec | quired field        |  |
|               | Register            |  |

| HALLIBUR  | TON                                    |
|---|--|
|   |  |
| Verification ema  | il sent                                |
| We just sent a verification emai<br>oktaenduser@gmail.com. Pleas<br>email and verify your account t | il to<br>se check your<br>to continue. |
| Back to Sign  | ı In                                   |
|   |  |

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

**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 <u>https://myapps.halliburton.com</u>

# 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.

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|--------|--------|---------|--------|--------|
|        |        |         |        |        |
| X      |        |         |        |        |
| XSpace |        |         |        |        |
|        | Xîçana | Xīteice | Xīpans | Xiboon |

| HALLIBURTON           |   |
|-----------------------|---|
| Sign In               |   |
| L Email               |   |
| Remember me           |   |
| Next                  |   |
| Need help signing in? | - |

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                       |
| 2 oktatestuserexp@gmail.com   |
| Remember me                   |
|                               |
| Next                          |
| Next<br>Need help signing in? |

1

3. Enter your password and click Sign In.

| HALLIBURTON                    |   |
|--------------------------------|---|
| Sign In                        |   |
| 1 oktatestuserexp@gmail.com    |   |
| <b>≙</b> ••••••                | 0 |
| Remember me                    |   |
| Sign In                        |   |
| Need help signing in?          |   |
| Don't have an account? Sign up |   |

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

| HALLIBURTON    |     | Q. Laund | h App | <b>.</b> - | L User - | + Add Apps |
|----------------|-----|----------|-------|------------|----------|------------|
| Work           |     | Þ        |       |            |          |            |
| ٢              |     | ×        |       |            |          |            |
| X3pace Indones | 64. | Adiparte |       |            |          |            |

#### 3. Self Service Account Activation

- 1. Navigate to <u>https://myapps.halliburton.com</u>
- 2. Click on Need help signing in?.

| HALLIBURTON                    |  |
|--------------------------------|--|
| Sign In                        |  |
| L Email                        |  |
| Remember me                    |  |
| Next                           |  |
| Need help signing in?          |  |
| Don't have an account? Sign up |  |

#### 3. The following options are displayed

- Self Service Portal
- End user reference guide

Click on Self Service Portal.

| 4. | The following options are displayed |
|----|-------------------------------------|
|----|-------------------------------------|

- Activate Account
- Reset Password
- Multi Factor Authentication Reset
- Unlock Account

Click on Activate Account.

| HALLIBURTON  |    |
|--|----|
|  |    |
| Sign In  |    |
| Username   |    |
| Remember me  |    |
| Next   |    |
| Need help signing in?<br>Self Service Portal<br>End user reference guide |    |
| Need help signing in?  |    |
| Activate Account   |    |
| Reset Password   |    |
| Multi Factor Authentication Rese   | et |
|  |    |
| Unlock Account   |    |

5. Provide your email address and click on Activate My Account.

6. Email is sent with instructions to Activate Account.

- 7. You will receive an email from IT Security **Operations** <<u>no-reply@halliburton.com</u>>
- 8. Click on Activate Halliburton Account in the email



Enter your email address and click on the button below to receive an activation email.

oktaenduser@mailinator.com

9. On the activate account screen, provide the requested details for account creation.

#### HALLIBURTON

| Welcome to Halliburton, Clark!<br>Create your Halliburton account         |
|---|
| Enter new password  |
| Password requirements:  |
| At least 12 characters  |
| A lowercase letter  |
| An uppercase letter   |
| A symbol  |
| <ul> <li>No parts of your username</li> </ul>                             |
| Does not include your first name  |
| Does not include your last name   |
| <ul> <li>Your password cannot be any of your last 10 passwords</li> </ul> |
| Repeat new password   |





10. Click on Create My Account.

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

#### 4. Self Service Password Reset

- 1. Navigate to <u>https://myapps.halliburton.com</u>
- 2. Click on Need help signing in?.

| 3.  | The following options are displayed |
|-----|-------------------------------------|
| ••• |                                     |

- Self Service Portal
- End user reference guide

Click on Self Service Portal.

| HALLIBURTON                    |
|--------------------------------|
| Sign In                        |
| 1 Email                        |
| Remember me                    |
| Next                           |
| Need help signing in?          |
| Don't have an account? Sign up |
| HALLIBURTON                    |

| HALLIBURTON              |
|--------------------------|
|                          |
|                          |
| Sign In                  |
| Username                 |
|                          |
| Remember me              |
| Next                     |
| Need help signing in?    |
| Self Service Portal      |
| End user reference guide |
|                          |

#### 4. The following options are displayed

- Activate Account
- Reset Password
- Multi Factor Authentication Reset
- Unlock Account

Click on Reset Password.

5. Provide your email address and click on **Reset Password.** 

|   | Need help signing in?  |
|---|--|
|   | Activate Account   |
|   | Reset Password   |
|   | Multi Factor Authentication Reset  |
|   | Unlock Account   |
|   | End user reference guide<br>Back to Sign in  |
| [ |  |
|   | Enter your email address and click on<br>the button below to reset your<br>password. |
|   | oktaenduser@mailinator.com   |
|   | Reset Password   |
|   | Back to Main Menu<br>Back to Sign in   |

6. Email is sent with instructions to reset password.

- You will receive an email from IT Security Operations <<u>no-reply@halliburton.com</u>>
- 8. Click on **Reset Password** in the email.

A reset password Link has been sent to your registered email. Please click on the link in the email and get your account activated.

Back to Sign in

**Note:** For assistance, contact the <u>Halliburton IT Service Center</u>

| ALLIB                                    | URTON  |
|--|--|
| Halliburton                              | Password Reset Requested   |
| Hi User Name,                            |  |
| A password reset<br>not make this rea    | request was made for your Halliburton account. If you did<br>uest, please contact your system administrator immediately. |
| Click this link to re<br>HalCustomeriBou | set the password for your usemanie,<br>flook.com.  |
|  | Reset Password<br>This link explores in 3 hour.  |
|  | Need Help?   |
|  | E-mail: Halliburton Service Center   |
|  | Call: (866) 425-1919   |

- 9. On the reset password screen, provide the **New password** and **Repeat password**.
- 10. 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.

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

| Reset your Okta pass  | sword   |
|---|---|
| Password requirements: at least<br>lowercase letter, an uppercase l<br>no parts of your username, does<br>irst name, does not include your<br>password cannot be any of<br>passwords. | 12 characters, a<br>etter, a symbol,<br>not include your<br>last name. Your<br>your last 10 |
| P New password  | 0   |
| P Repeat password   | 0   |
|   |   |

| Work           |            |   |  |  |
|----------------|------------|---|--|--|
|                |            |   |  |  |
| 0              | X          |   |  |  |
| X3pace Indones | <br>XSpace | ~ |  |  |

#### 5. Self Service Multi Factor Authentication Reset

- 1. Navigate to <u>https://myapps.halliburton.com</u>
- 2. Click on Need help signing in?.

| 3. | The following options are displayed |
|----|-------------------------------------|
|----|-------------------------------------|

- Self Service Portal
- End user reference guide

Click on Self Service Portal.

| HALLIBURTON                    |
|--------------------------------|
| Sign In                        |
| L Email                        |
| Remember me                    |
| Next                           |
| Need help signing in?          |
| Don't have an account? Sign up |
|                                |
| HALLIBURTON                    |

| HALLIBURTON                                  |
|--|
|  |
| Sign In                                      |
| Username                                     |
| Remember me                                  |
| Next   |
| Need help signing in?                        |
| Self Service Portal End user reference guide |

#### 4. The following options are displayed

- Activate Account
- Reset Password
- Multi Factor Authentication Reset
- Unlock Account

Click on Multi Factor Authentication Reset.

5. Provide your email address and click on **Reset.** 

| Need help signing in?  |            |
|--|------------|
| Activate Account   |            |
| Reset Password   |            |
| Multi Factor Authentication Rese   | t          |
| Unlock Account   |            |
| End user reference guide<br>Back to Sign in  |            |
|  |            |
| Enter your email address and click<br>the button below to receive a Secur<br>Code in your email.<br>oktaenduser@mailinator.com | on<br>rity |
|  |            |
| Reset  |            |
| Back to Main Menu<br>Back to Sign in   |            |

6. Click on Send OTP.

**Note**: If you do not receive an email, please contact **Halliburton IT Service Center** for a Multi Factor Authentication Reset.

7. Enter the OTP received on your email and click on **Verify OTP**.

Click on the button below to receive an OTP on your registered email.

Send OTP

Back to Main Menu

Back to Sign in

Enter OTP and click on the button to verify the OTP.

Security code

Verify OTP

**Note:** If you do not recieve an email, please contact <u>Halliburton IT Service</u> <u>Center</u> for Multi-Factor reset.

Back to Main Menu

Back to Sign in

8. After successful Multi Factor Authentication reset, the portal displays the success screen.

Your 2nd Factor of Authentication has been successfully reset!

Please login and setup your 2nd Factor of Authentication once again.

Back to Sign in

**Note:** For assistance, contact the <u>Halliburton IT Service Center</u>

#### 6. Account Unlock

- 1. Navigate to <u>https://myapps.halliburton.com</u>
- 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 on Sign In.

4. If your account is locked, then you will be directed to the Unlock Account screen. Provide your email address and click on **Send Email.** 

#### Note:

- Choose SMS/Voice call only if you have updated your profile with your phone number.
- In case you are not redirected or face any challenges, kindly refer to the next section.

| HALLIBURTON                    |   |  |
|--------------------------------|---|--|
| Sign In                        |   |  |
| Loktatestuserexp@gmail.com     |   |  |
| <u> </u>                       | 0 |  |
| Remember me                    |   |  |
| Sign In                        |   |  |
| Need help signing in?          |   |  |
| Don't have an account? Sign up |   |  |

| Unlock account                                       |                                       |
|--|---------------------------------------|
|  |                                       |
| SMS or Voice Call can onl<br>number has been configi | ly be used if a mobile phone<br>ured. |
| Son  |                                       |
| Sen  | id SMS                                |
| Void   | id SMS<br>ce Call                     |
| Void   | id SMS<br>ce Call                     |

5. An email is sent with instructions for unlocking the account.

#### HALLIBURTON

#### Email sent!

Email has been sent to Oktatestuserexp@gmail.com with instructions on unlocking your account.

Back to Sign In

#### HALLIBURTON

Halliburton - Account Locked

Hi User Name,

Your Halliburton account has been locked due to too many failed login attempts.

To reset your account, it may be possible to use the link below:

#### Unlock Account

If you experience difficulties accessing your account, send a help request to your administrator:

Go to your Sign-In Help page. Then click the Request help link.

This is an automatically generated message from <u>Haliburton</u>. Replies are not monitored or answered.

# HALLIBURTON

#### Account successfully unlocked!

You can log in using your existing username and password.

Back to Sign In

 You should receive an email from IT Security Operations <<u>no-reply@halliburton.com</u>>

Click on Unlock Account.

7. After clicking the link, you should be redirected to the Okta page indicating that the account has been successfully unlocked.

Click on the Back to Sign In to login to Okta.

#### 7. Self Service Account Unlock

- 1. Navigate to <u>https://myapps.halliburton.com</u>
- 2. Click on Need help signing in?

| 3. | The following options are displayed |
|----|-------------------------------------|
|----|-------------------------------------|

- Self Service Portal
- End user reference guide

Click on Self Service Portal.

| HALLIBURTON                    |
|--------------------------------|
| Sign In                        |
| L Email                        |
| Remember me                    |
| Next                           |
| Need help signing in?          |
| Don't have an account? Sign up |
| HALLIBURTON                    |

| HALLIBURTON              |  |
|--------------------------|--|
|                          |  |
|                          |  |
| Sign In                  |  |
| Username                 |  |
|                          |  |
| Remember me              |  |
| Next                     |  |
| Need help signing in?    |  |
| Self Service Portal      |  |
| End user reference guide |  |

- 4. The following options are displayed
  - Activate Account
  - Reset Password
  - Multi Factor Authentication Reset
  - Unlock Account

Click on Unlock Account.

Need help signing in? Activate Account Reset Password Multi Factor Authentication Reset Unlock Account End user reference guide Back to Sign in

5. The following screen will appear. Click on **Unlock** Account.

The following Unlock Account screen will appear.
 Provide your email address and click on Send Email

#### Note:

• Choose SMS/Voice call only if you have updated your profile with your phone number.

Your account will be automatically unlocked in 30 mins from the time your account got locked.

For immediate access, click on the button below to unlock your account.

Unlock Account

Back to Main Menu

Back to Sign in

**Note:** For assistance, contact the <u>Halliburton IT Service Center</u>

| Unlock account                                       |                                      |
|--|--------------------------------------|
|  |                                      |
| SMS or Voice Call can onl<br>number has been configu | y be used if a mobile phone<br>ured. |
| Sen  | d SMS                                |
| Void   | ce Call                              |
| Send   | d Email                              |
| Back to Sign In                                      | Can't access email                   |

7. An email is sent with instructions for unlocking the account.

#### HALLIBURTON

#### Email sent!

Email has been sent to Oktatestuserexp@gmail.com with instructions on unlocking your account.

Back to Sign In

#### HALLIBURTON

Halliburton - Account Locked

HI User Name,

Your Halliburton account has been locked due to too many failed login attempts.

To reset your account, it may be possible to use the link below:

#### Unlock Account

If you experience difficulties accessing your account, send a help request to your administrator:

Go to your Sign-in Help page. Then click the Request help link.

This is an automatically generated message from <u>Haliburton</u>. Replies are not monitored or answered.

#### HALLIBURTON

#### Account successfully unlocked!

You can log in using your existing username and password.

Back to Sign In

 You should receive an email from IT Security Operations <<u>no-reply@halliburton.com</u>>

Click on Unlock Account.

9. After clicking the link, you should be redirected to the Okta page indicating that the account has been successfully unlocked.

Click on the **Back to Sign In**to login to Okta.