HALLIBURTON

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:

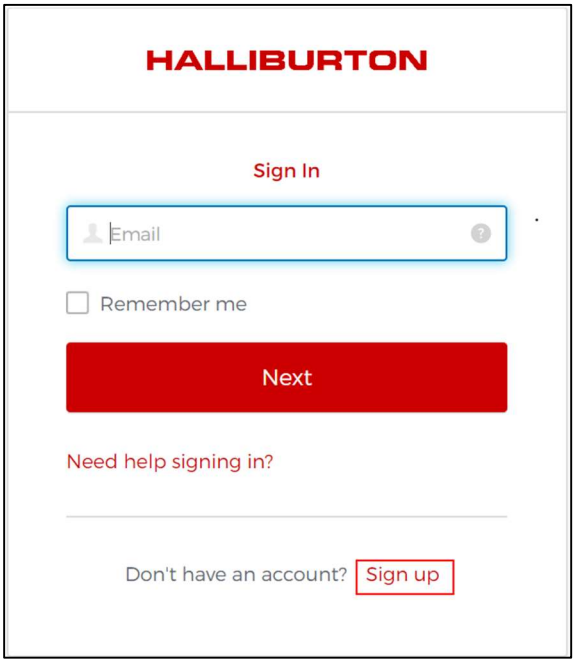
1. Register to the Halliburton External User portal
2. Login to the Halliburton External User Portal
3. Self Service Account Activation
4. Self Service Password Reset
5. Self Service Multi Factor Authentication Reset
6. Account Unlock
7. Self Service Account Unlock

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

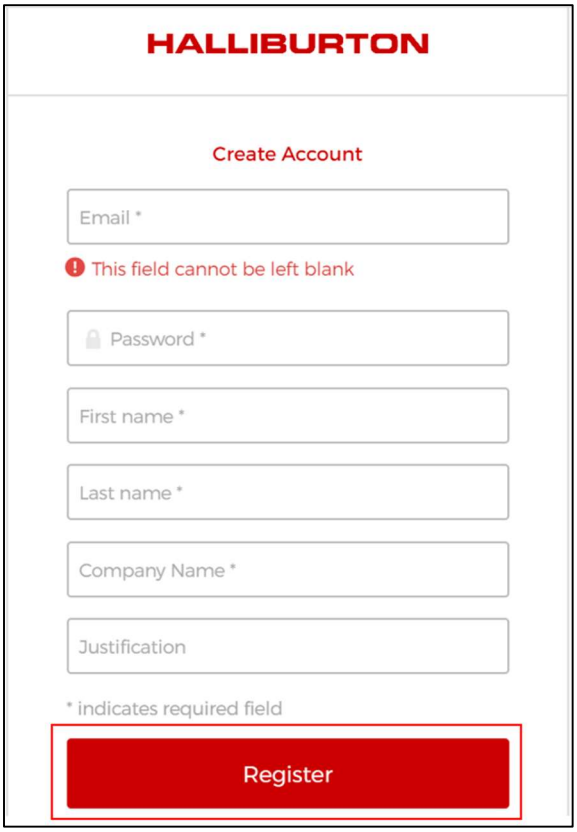
1. Register to the Halliburton External User portal

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

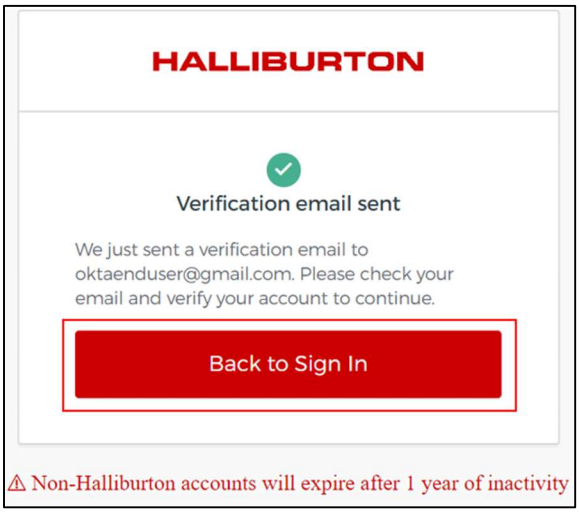
2. The login page appears, click on **Sign up.**



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

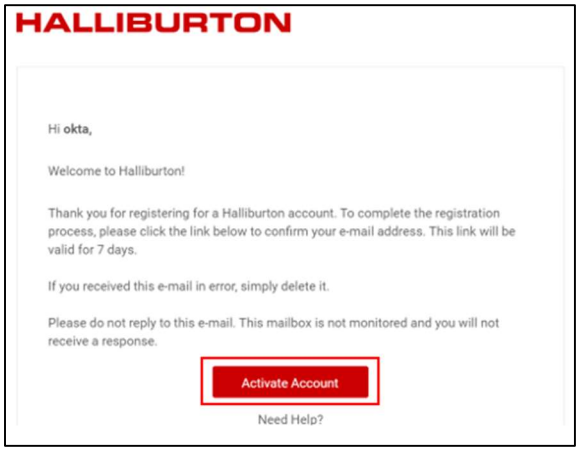


4. A verification email is sent to your registered email address.

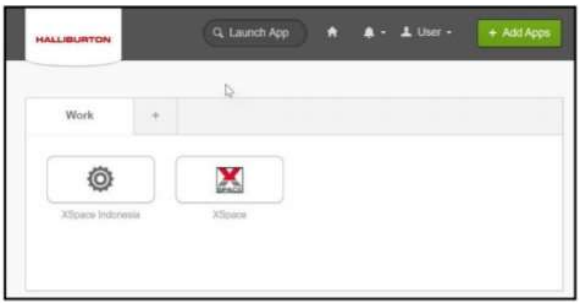


5. Click on the **Activate Account** button in the email that you would have received from **IT Security Operations** <no-reply@halliburton.com>

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

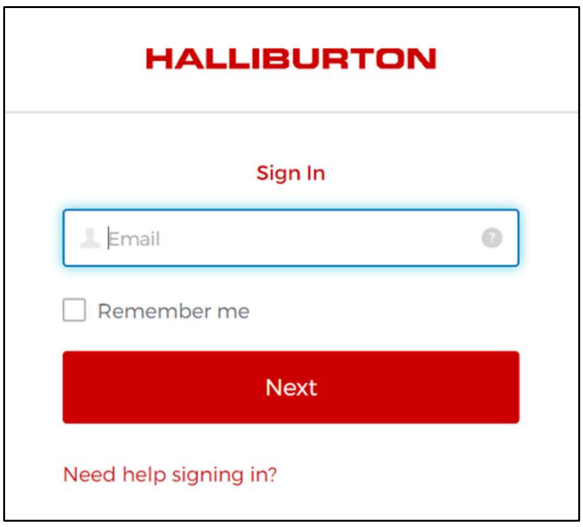


6. After successful activation, the portal will display the application(s) to which you have access.



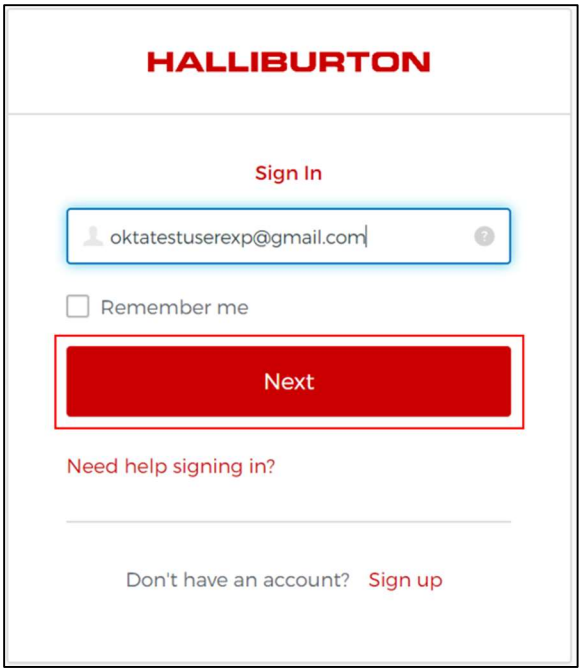
2. Login to the Halliburton External User Portal

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

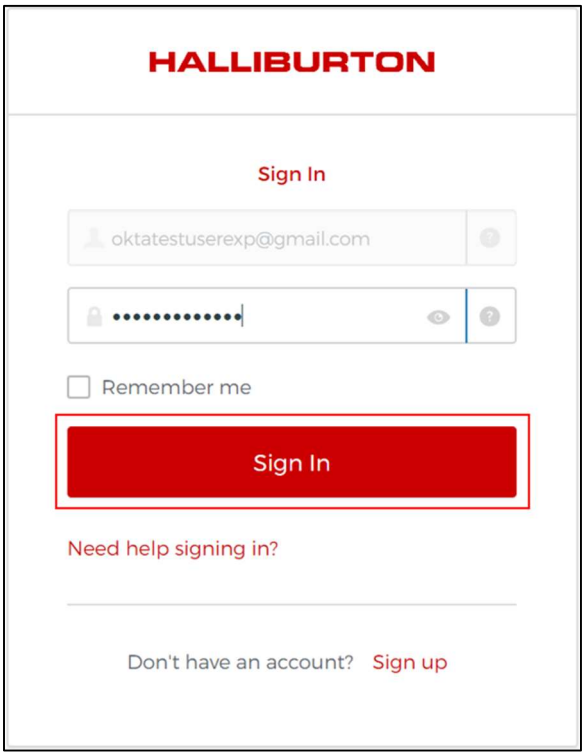


2. Enter your email address and click **Next**.

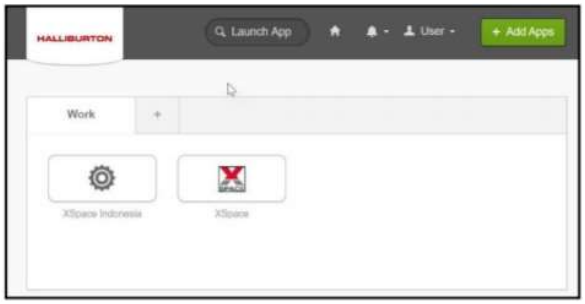
   Note: If you click “Remember me”, the login page would remember your email address when you try to login next time.



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



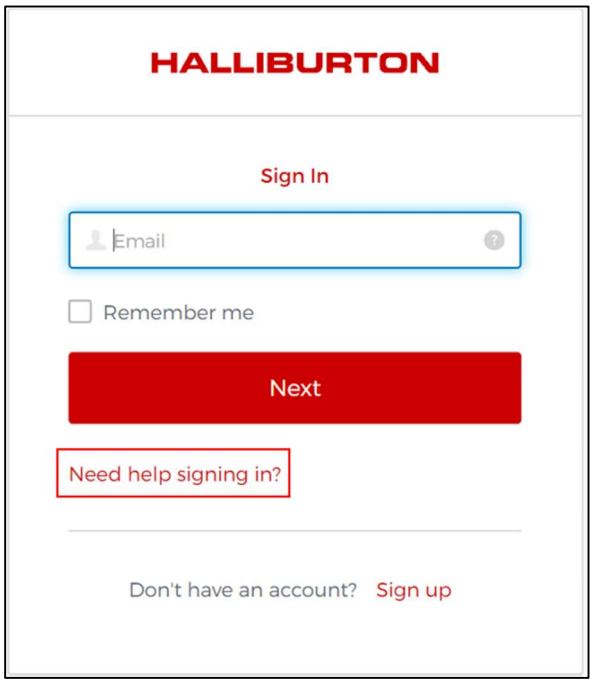
4. After successful login, the portal displays the application(s) to which you have access.



3. Self Service Account Activation

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

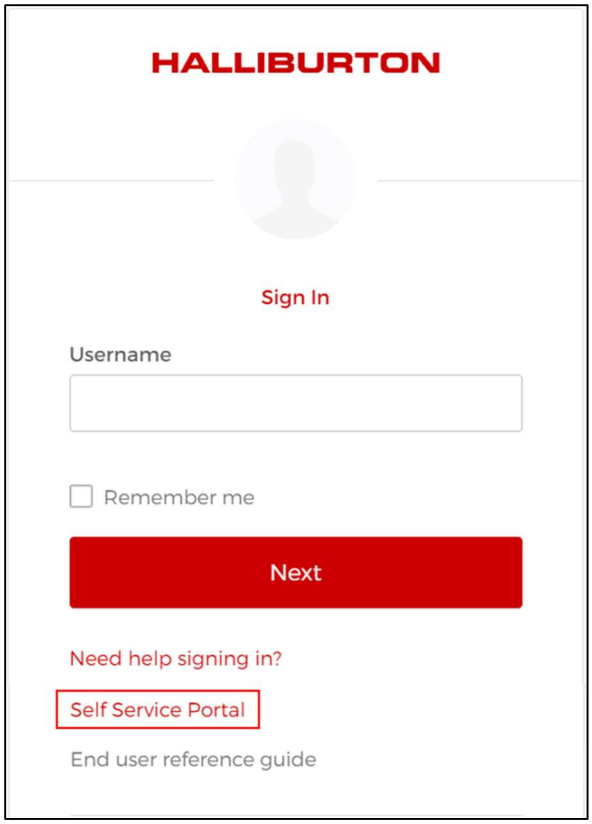
2. Click on **Need help signing in?.**



3. The following options are displayed

    - Self Service Portal
    - End user reference guide

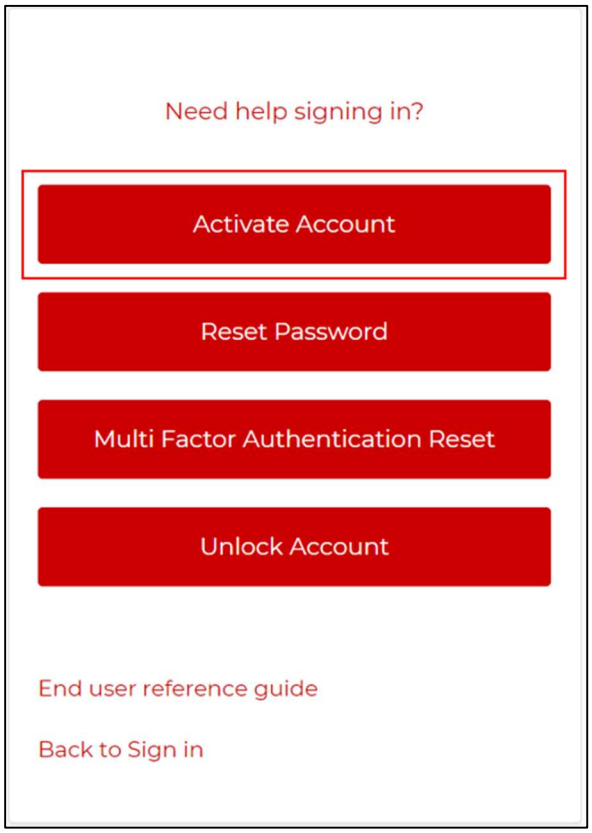
    Click on **Self Service Portal.**



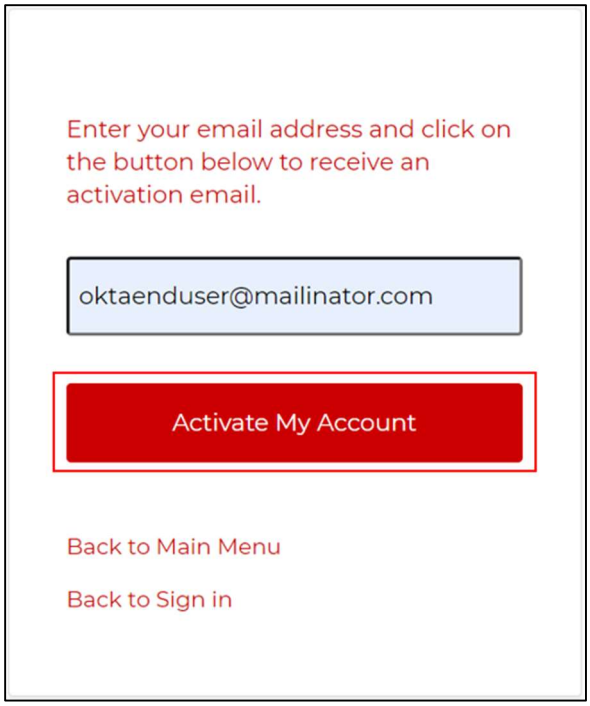
4. The following options are displayed

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

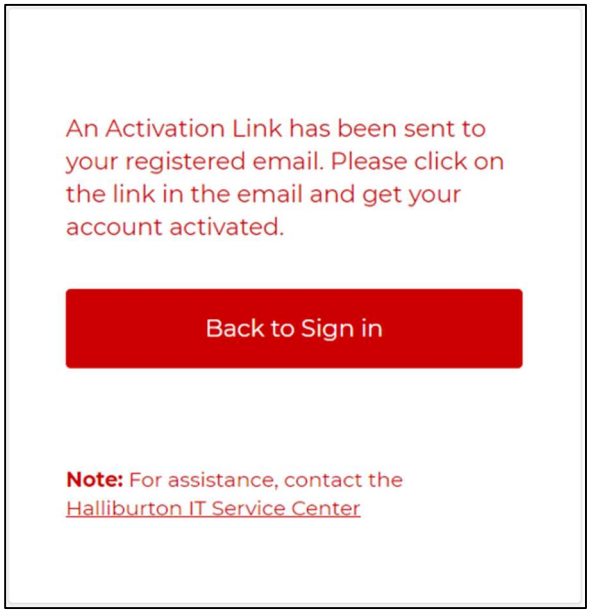
    Click on **Activate Account.**



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



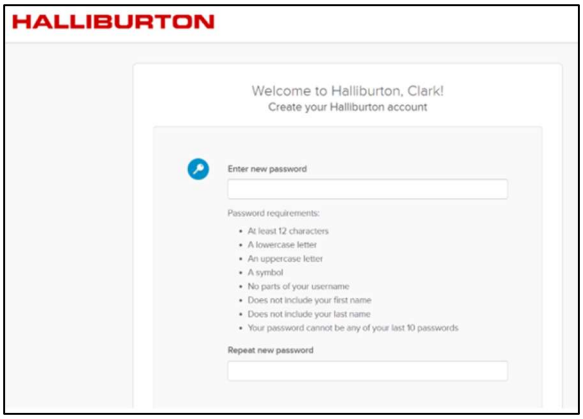
6. Email is sent with instructions to Activate Account.



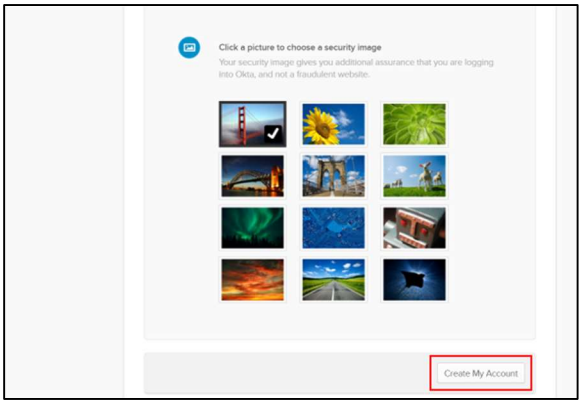
7. You will receive an email from **IT Security Operations** <no-reply@halliburton.com>

8. Click on **Activate Halliburton Account** in the email

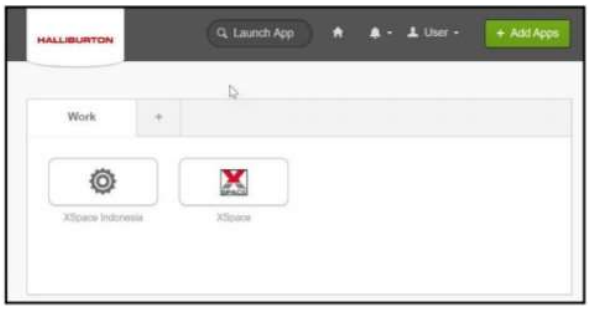
9. On the activate account screen, provide the requested details for account creation.



10. Click on **Create My Account.**



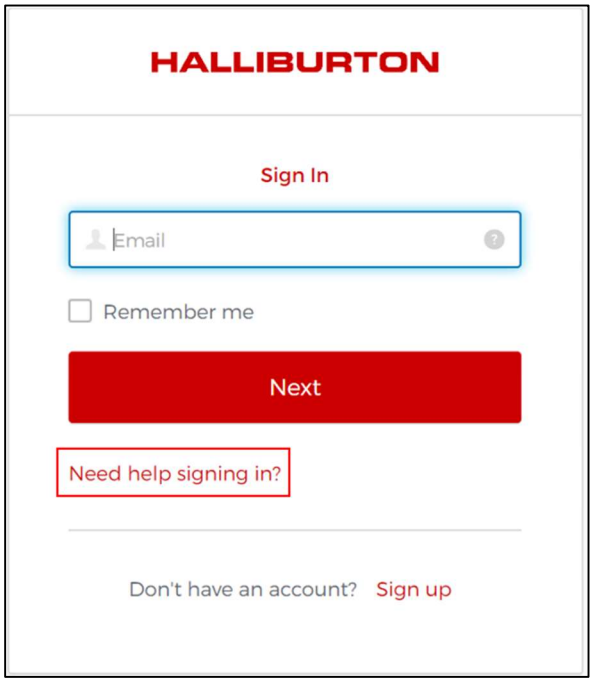
11. After successful login, the portal displays the application(s) to which you have access.



4. Self Service Password Reset

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

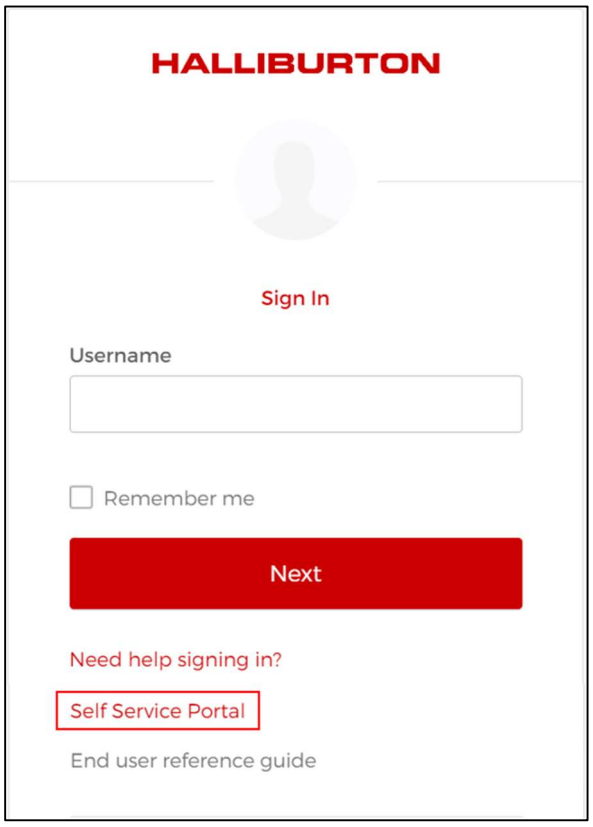
2. Click on **Need help signing in?.**



3. The following options are displayed

   - Self Service Portal
   - End user reference guide

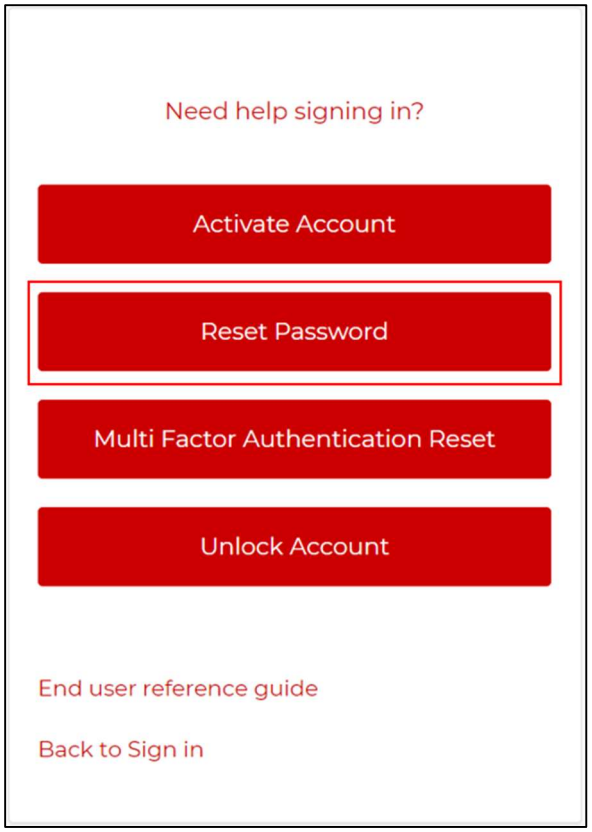
   Click on **Self Service Portal.**



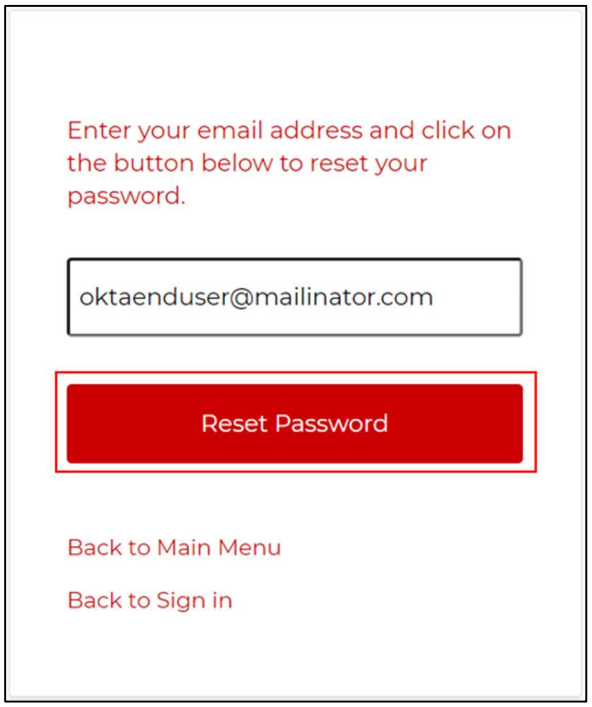
4. The following options are displayed

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

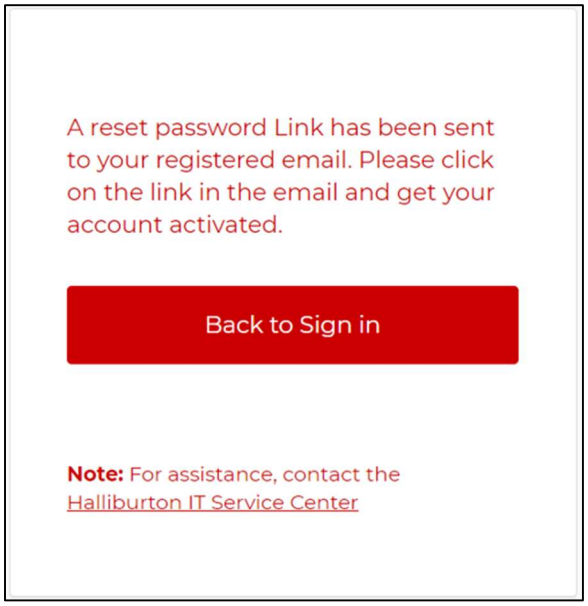
   Click on **Reset Password.**



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

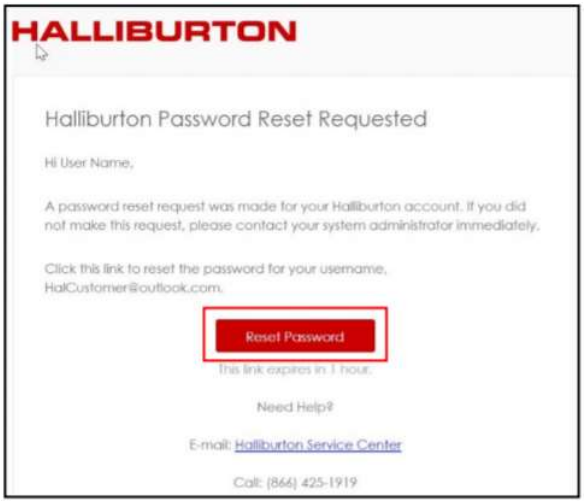


6. Email is sent with instructions to reset password.



7. You will receive an email from **IT Security Operations** <no-reply@halliburton.com>

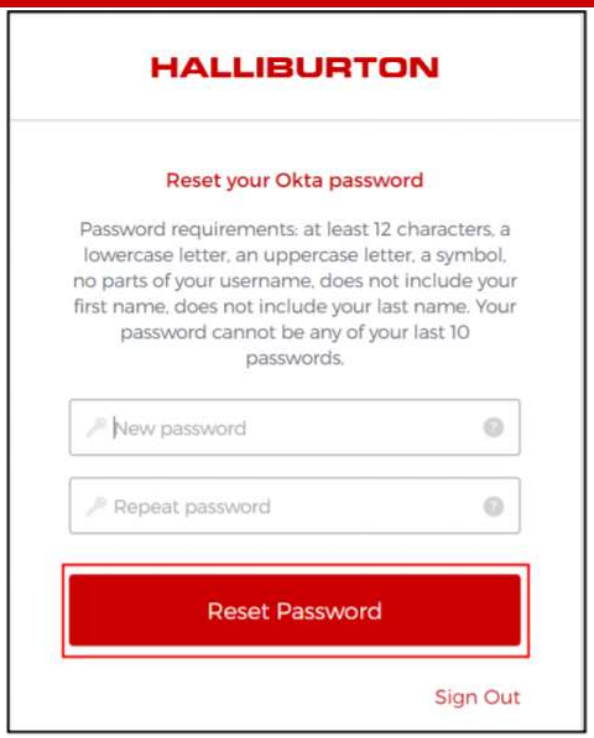
8. Click on **Reset Password** in the email.



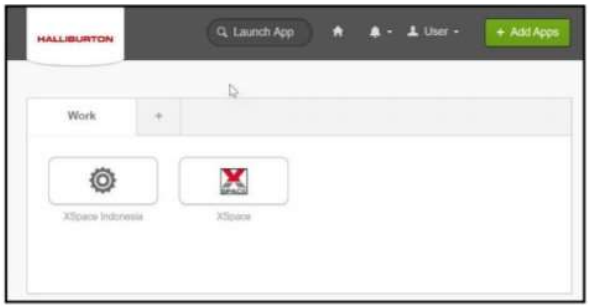
9. On the reset password screen, provide the **New password** and **Repeat password**.

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.



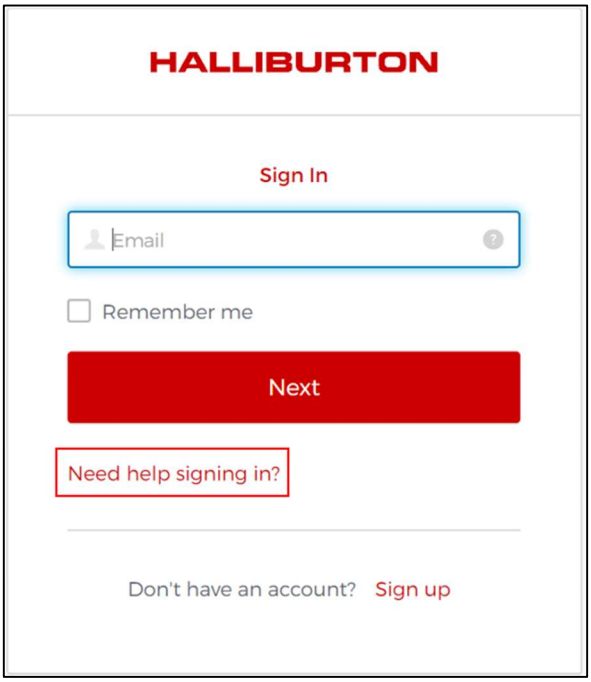
11. After successful login, the portal displays the application(s) to which you have access.



5. Self Service Multi Factor Authentication Reset

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

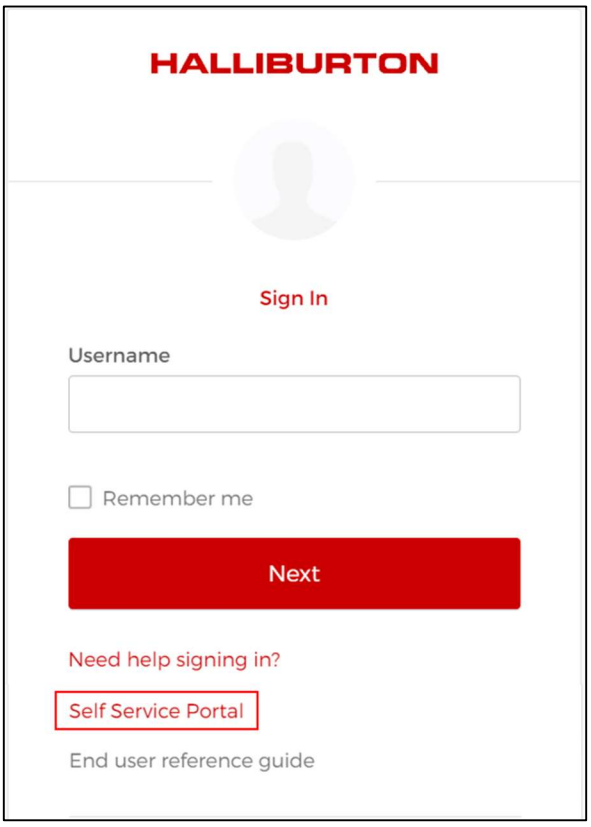
2. Click on **Need help signing in?.**



3. The following options are displayed

   - Self Service Portal
   - End user reference guide

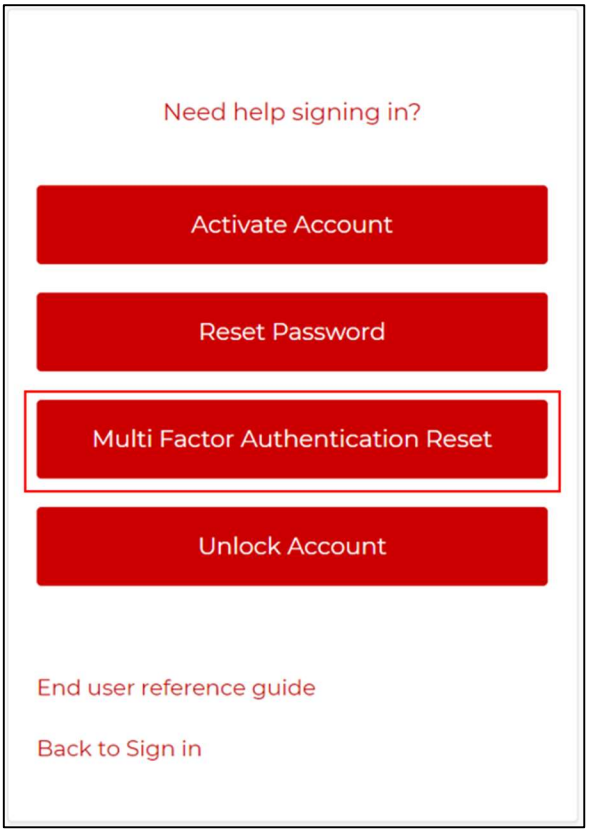
   Click on **Self Service Portal.**



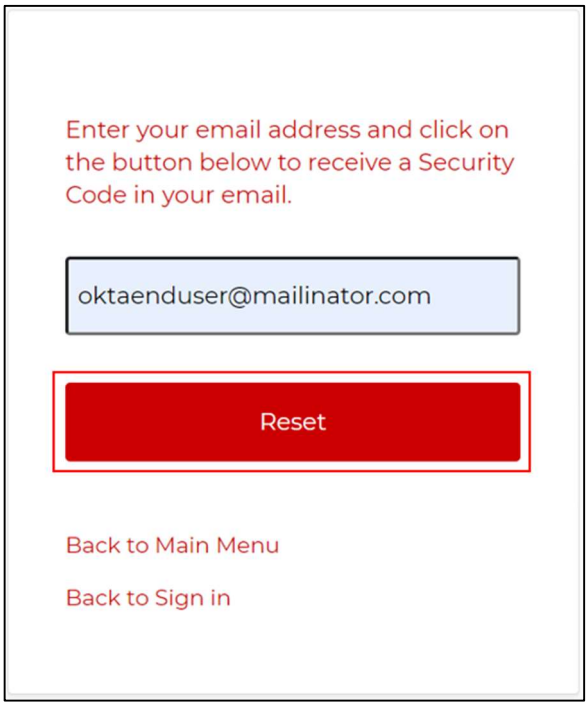
4. The following options are displayed

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

   Click on **Multi Factor Authentication Reset.**

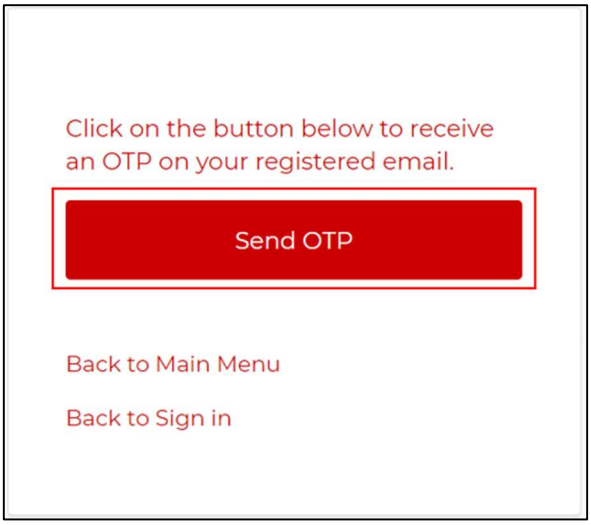


5. Provide your email address and click on **Reset.**

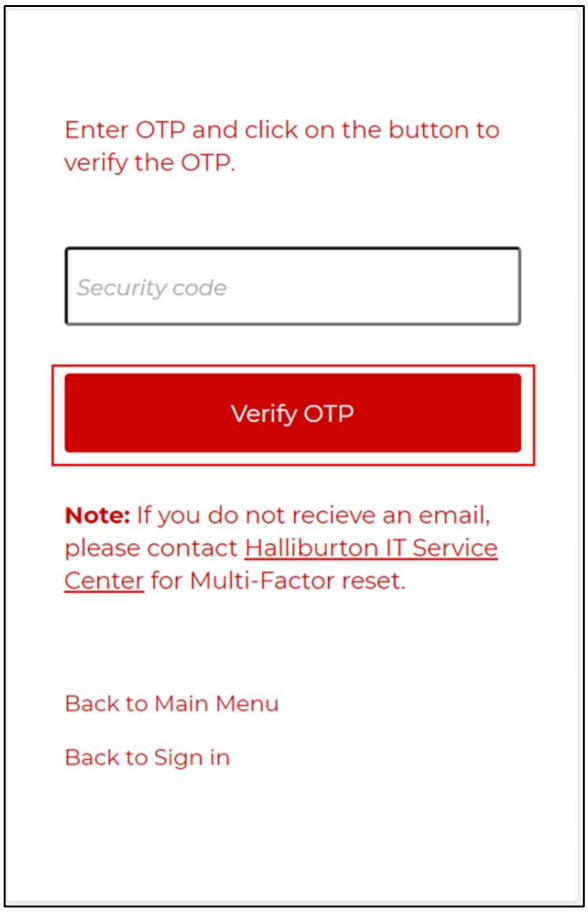


6. Click on **Send OTP**.

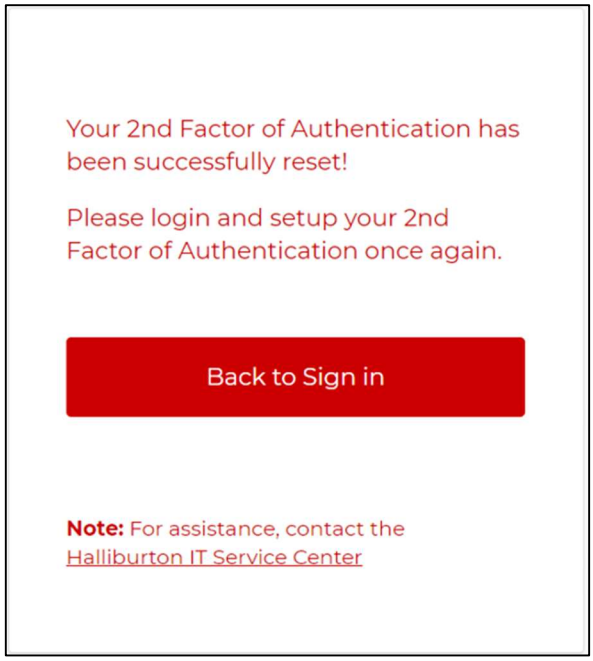
   Note: If you do not receive an email, please contact **Halliburton IT Service Center** for a Multi Factor Authentication Reset.



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



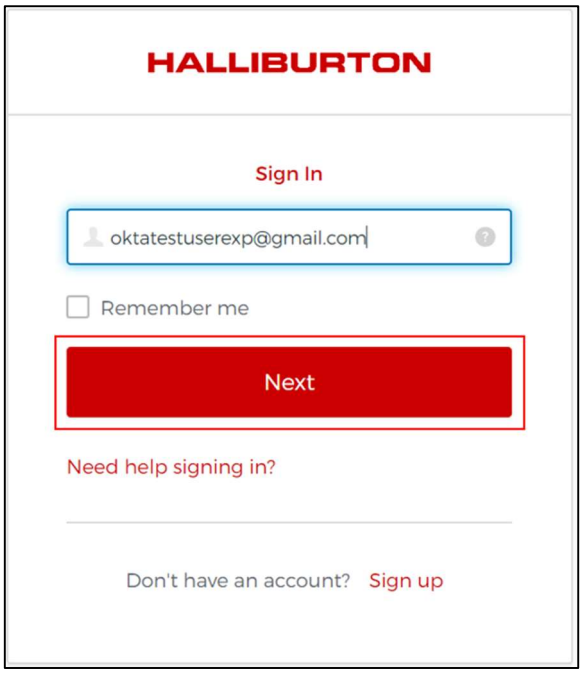
8. After successful Multi Factor Authentication reset, the portal displays the success screen.



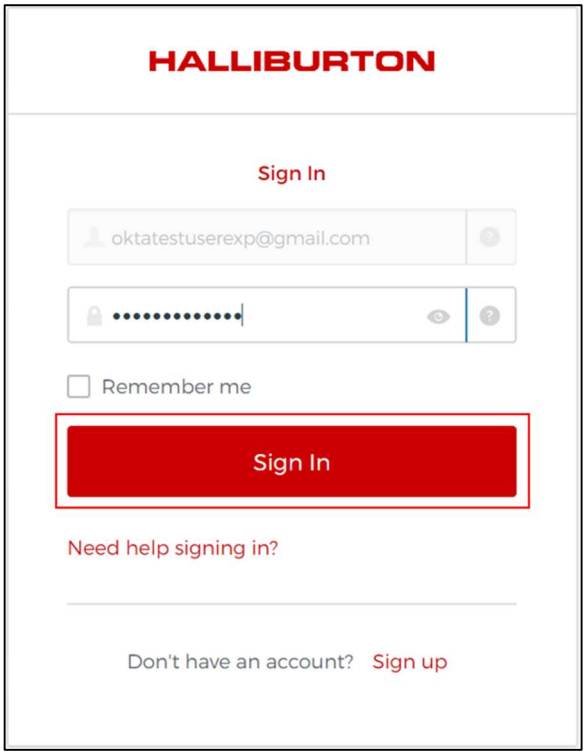
6. Account Unlock

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

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

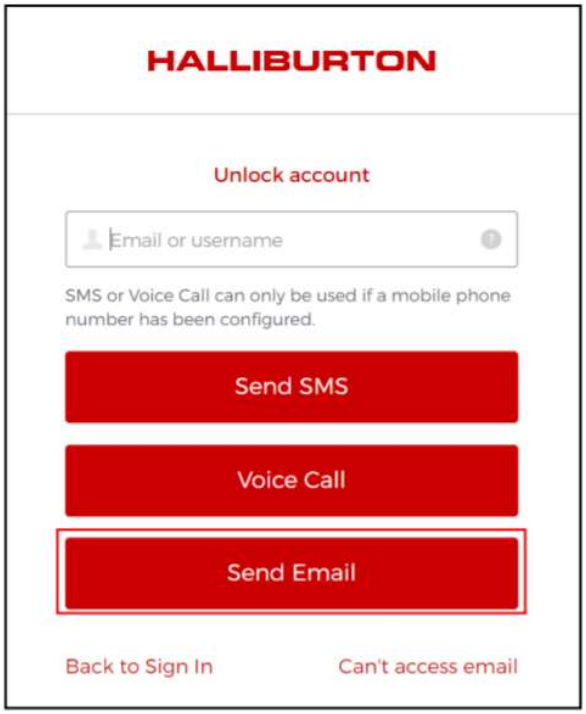


3. Enter your password and click on **Sign In.**

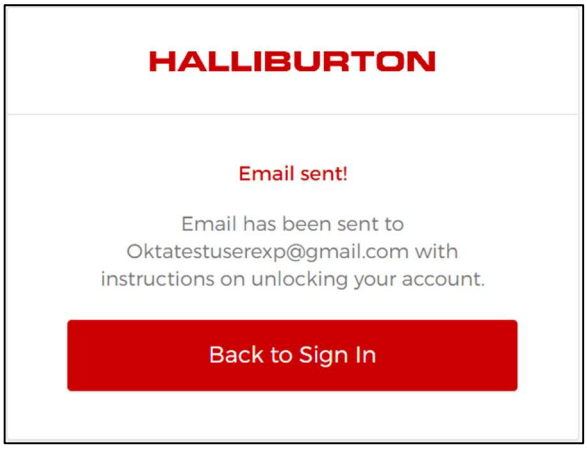


4. If your account is locked, then you will be directed to the Unlock Account screen. Provide your email address and click on **Send Email.**

   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.



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

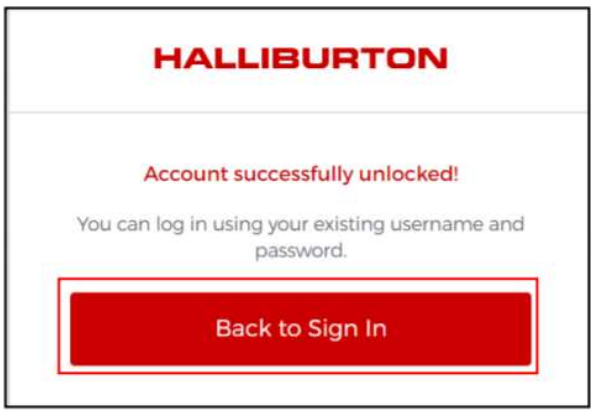


6. You should receive an email from **IT Security Operations** <no-reply@halliburton.com>

   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.

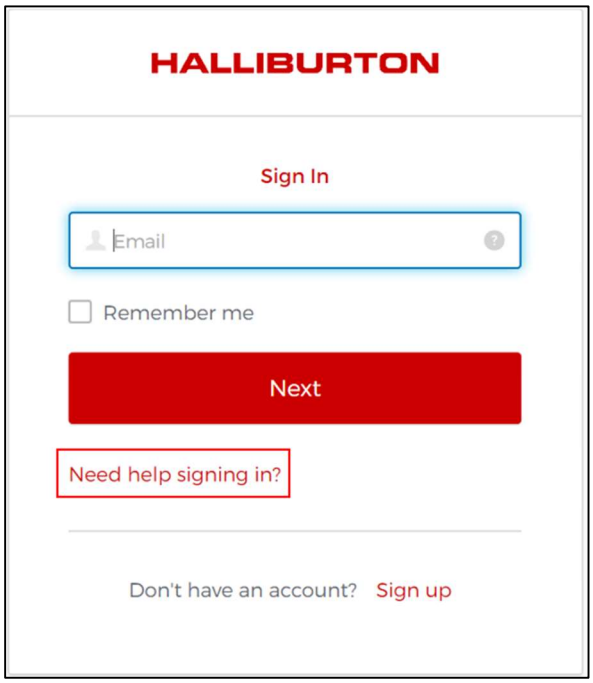
   Click on the **Back to Sign In** to login to Okta.



7. Self Service Account Unlock

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

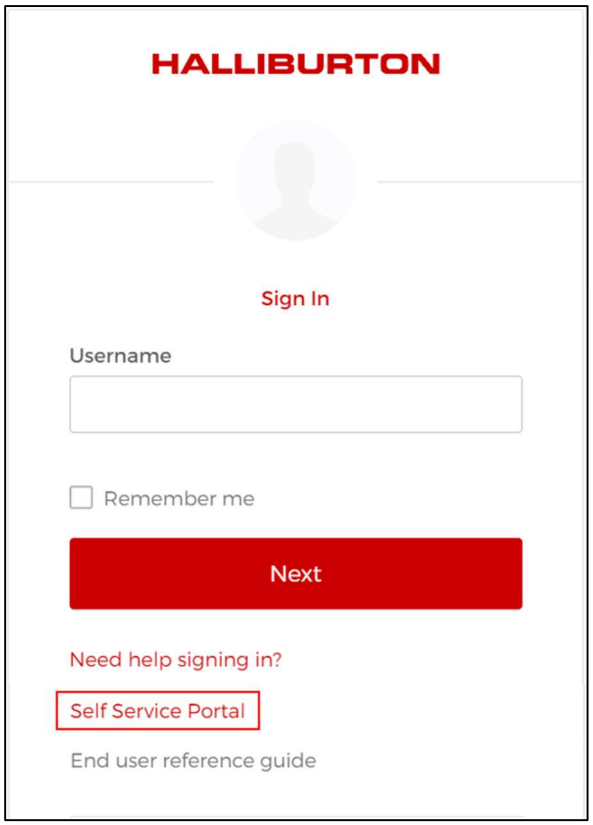
2. Click on **Need help signing in?**



3. The following options are displayed

   - Self Service Portal
   - End user reference guide

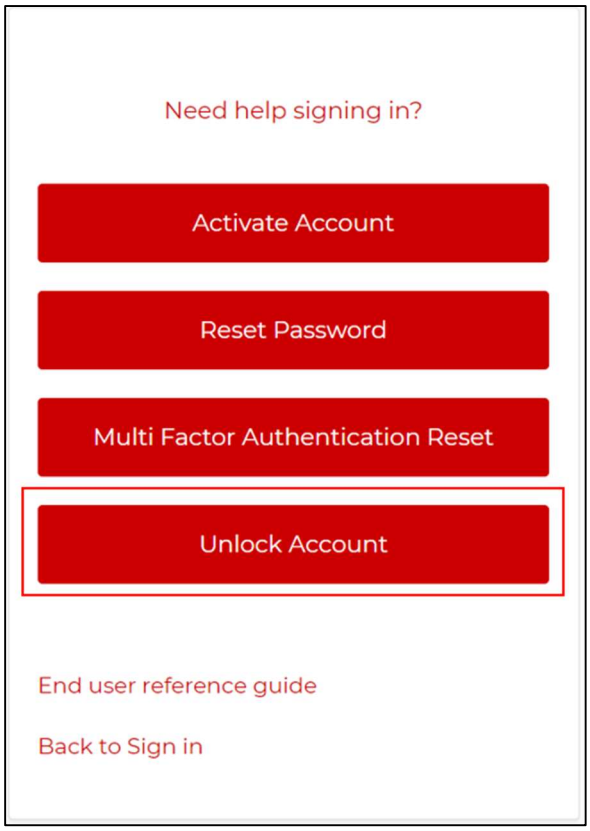
   Click on **Self Service Portal.**



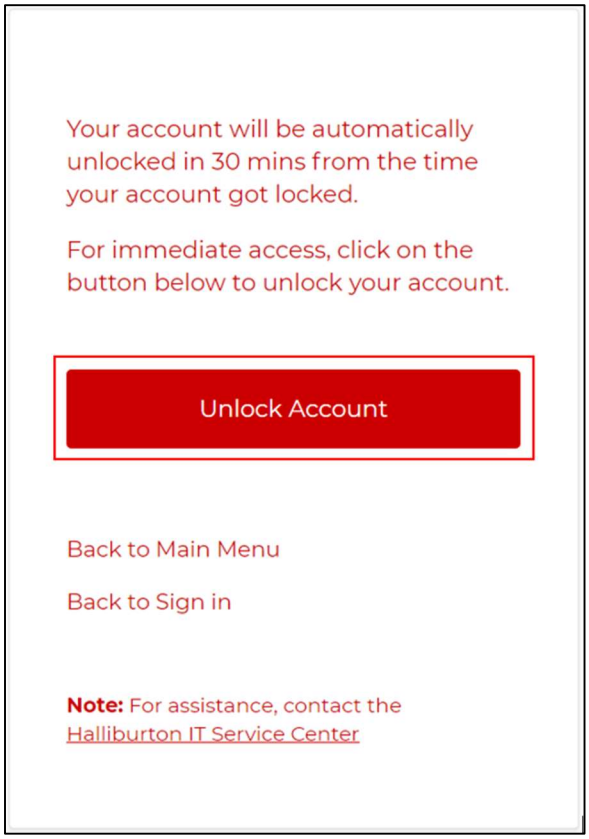
4. The following options are displayed

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

   Click on **Unlock Account.**

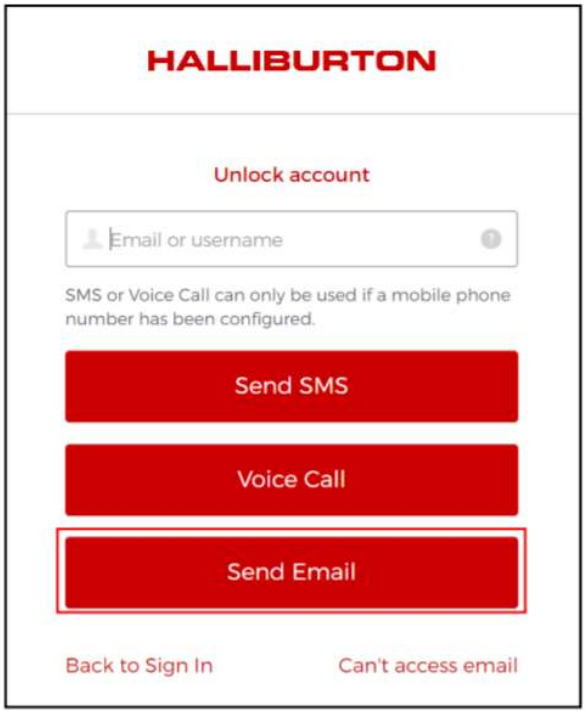


5. The following screen will appear. Click on **Unlock Account**.



6. 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.



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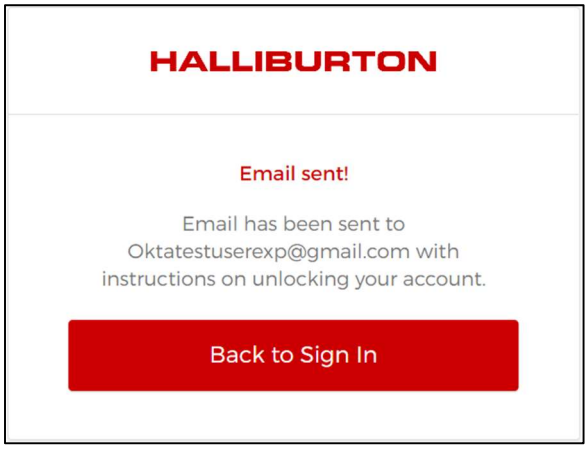
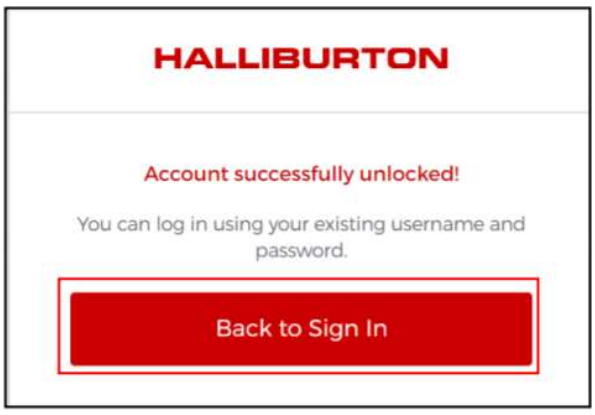


8. You should receive an email from **IT Security Operations** <no-reply@halliburton.com>

   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.