

## 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

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



### Verification email sent

We just sent a verification email to oktaenduser@gmail.com. Please check your email and verify your account to continue.

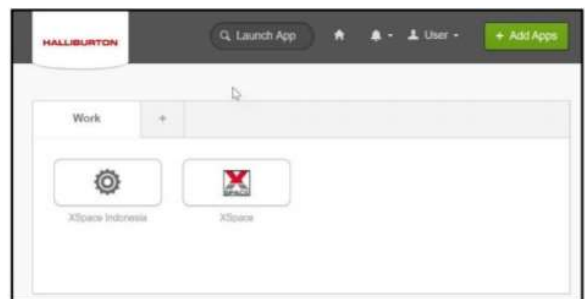
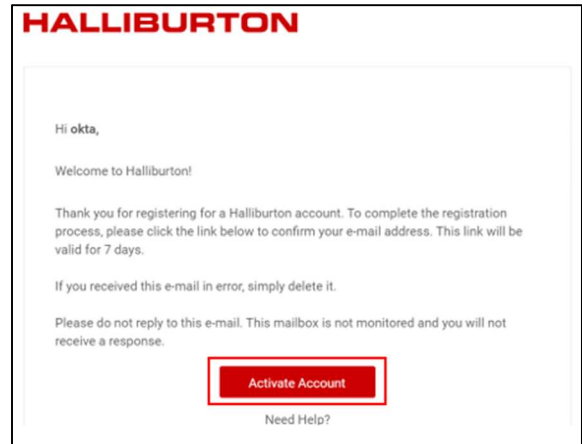
 Non-Halliburton accounts will expire after 1 year of inactivity

# HALLIBURTON

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

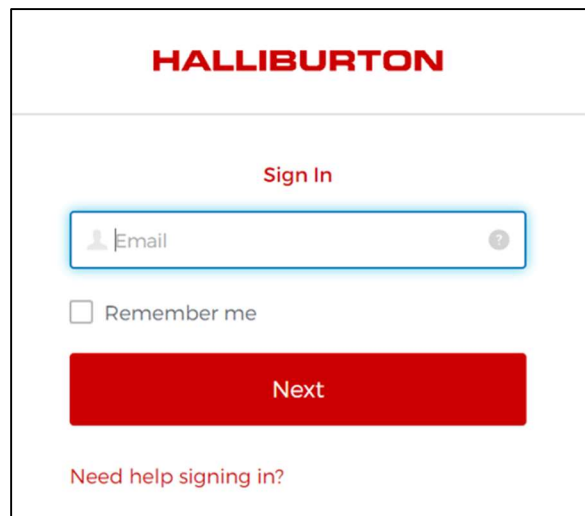
**Note:** If you do not activate your account, you will not be able to access any further features.

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



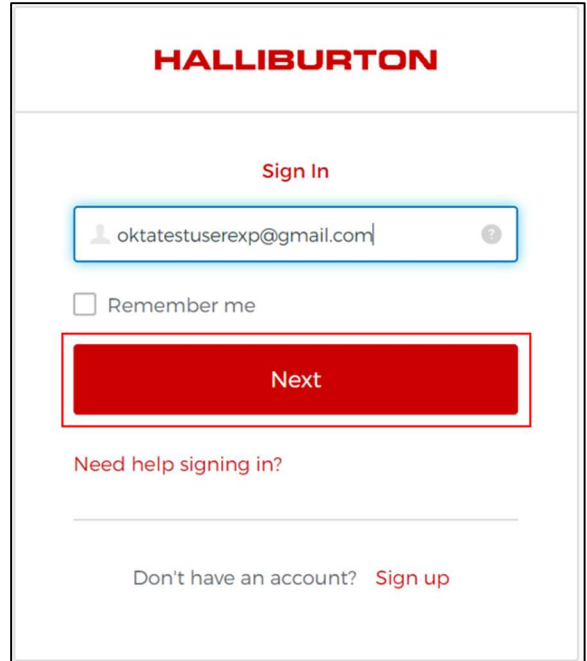
## 2. Login to the Halliburton External User Portal

1. Navigate to <https://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.



**HALLIBURTON**

Sign In

oktatestuserexp@gmail.com

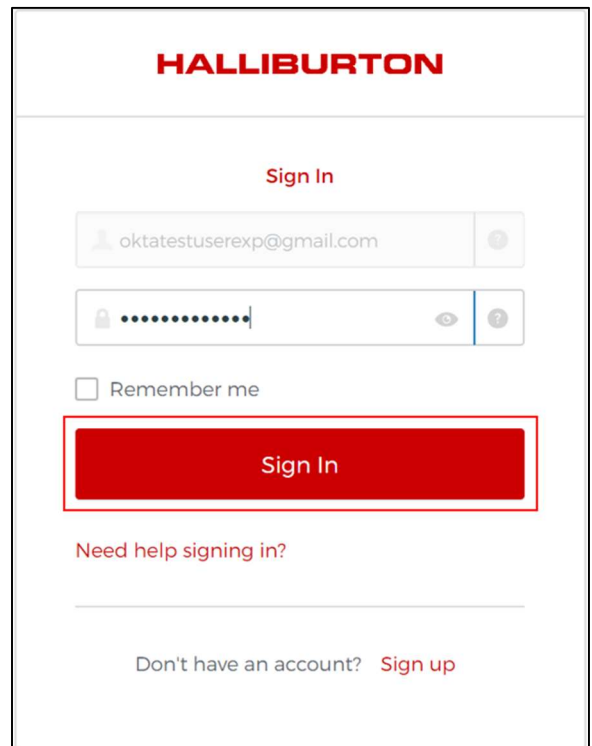
Remember me

**Next**

Need help signing in?

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

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



**HALLIBURTON**

Sign In

oktatestuserexp@gmail.com

.....

Remember me

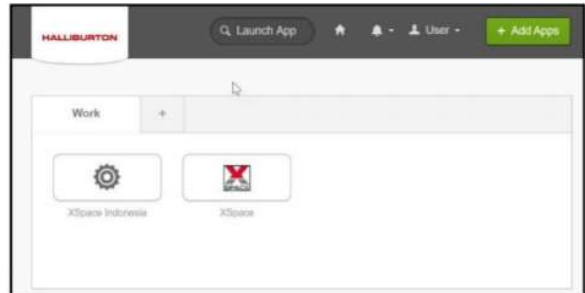
**Sign In**

Need help signing in?

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

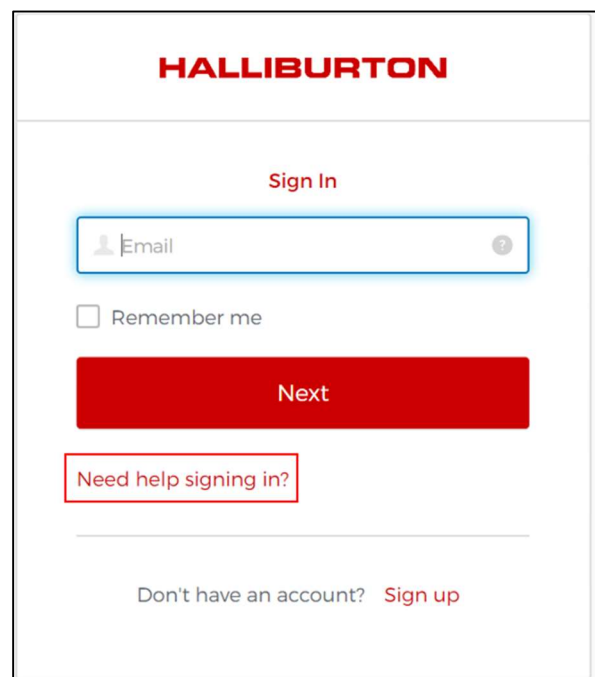
# HALLIBURTON

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



## 3. Self Service Account Activation

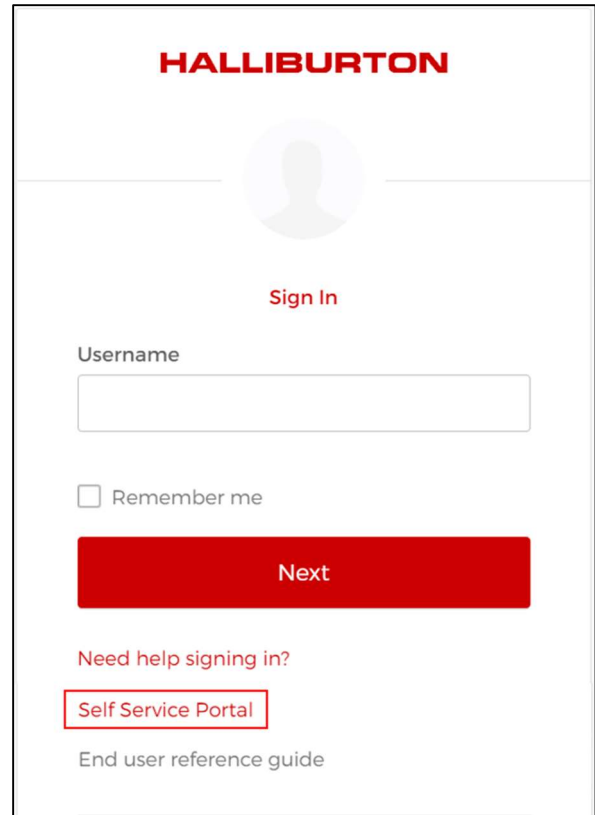
1. Navigate to <https://myapps.halliburton.com>
2. Click on **Need help signing in?**.



3. The following options are displayed

- Self Service Portal
- End user reference guide

Click on **Self Service Portal**.



**HALLIBURTON**

Sign In

Username

Remember me

Next

Need help signing in?

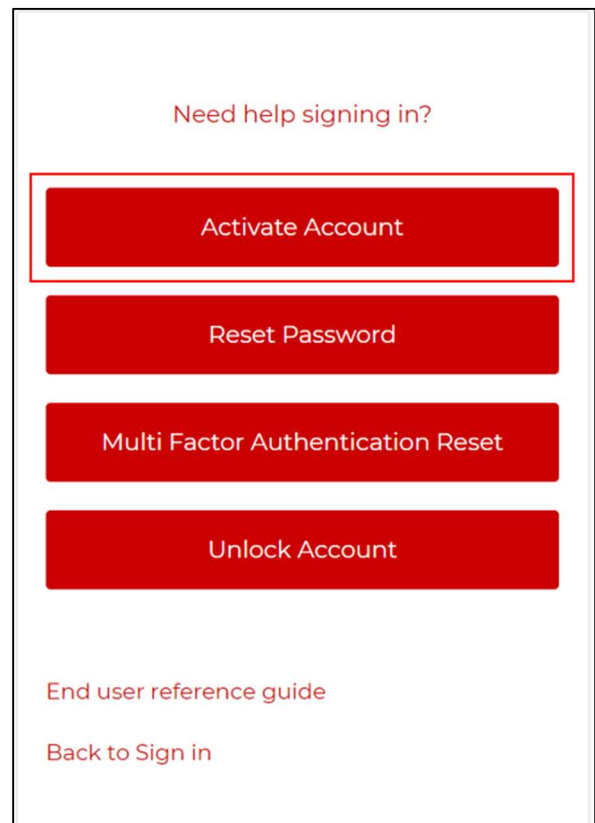
Self Service Portal

End user reference guide

4. The following options are displayed

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

Click on **Activate Account**.



Need help signing in?

Activate Account

Reset Password

Multi Factor Authentication Reset

Unlock Account

End user reference guide

Back to Sign in

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

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

oktaenduser@mailinator.com

Activate My Account

[Back to Main Menu](#)

[Back to Sign in](#)

6. Email is sent with instructions to Activate Account.

An Activation 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 [Halliburton IT Service Center](#)

7. You will receive an email from **IT Security Operations** <[no-reply@halliburton.com](mailto:no-reply@halliburton.com)>
8. Click on **Activate Halliburton Account** in the email

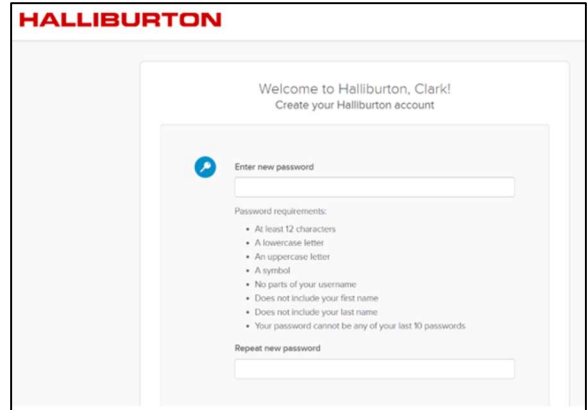
Your system administrator has created an Halliburton user account for you.

Click the following link to activate your Halliburton account:

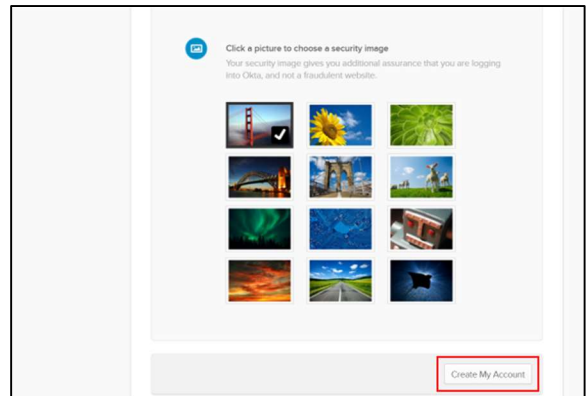
Activate Halliburton Account

This link expires in 7 days.

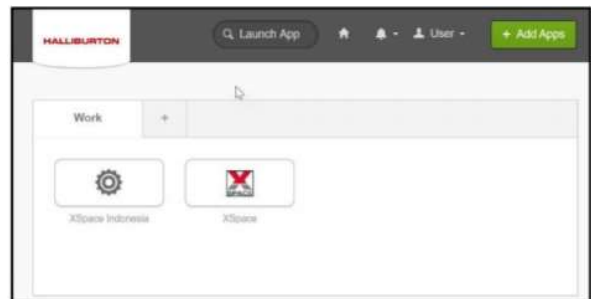
9. On the activate account screen, provide the requested details for account creation.



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?**.

**HALLIBURTON**

Sign In

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**.

**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**.

Need help signing in?

Activate Account

Reset Password

Multi Factor Authentication Reset

Unlock Account

End user reference guide

Back to Sign in

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

Enter your email address and click on the button below to reset your password.

oktaenduser@mailinator.com

Reset Password

Back to Main Menu

Back to Sign in

6. Email is sent with instructions to reset password.

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 [Halliburton IT Service Center](#)

7. You will receive an email from **IT Security Operations** <[no-reply@halliburton.com](mailto:no-reply@halliburton.com)>

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

## HALLIBURTON

### Halliburton Password Reset Requested

Hi User Name,

A password reset request was made for your Halliburton account. If you did not make this request, please contact your system administrator immediately.

Click this link to reset the password for your username, HalCustomer@outlook.com.

[Reset Password](#)

This link expires in 1 hour.

[Need Help?](#)

Email: [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.

**HALLIBURTON**

**Reset your Okta password**

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. Your password cannot be any of your last 10 passwords.

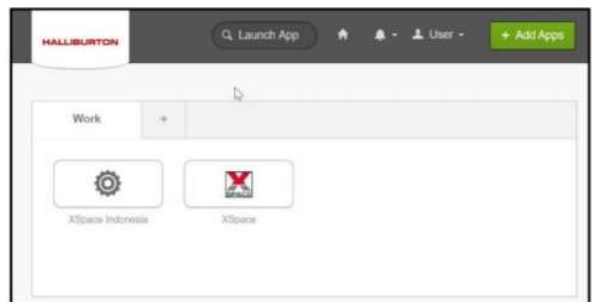
New password

Repeat password

**Reset Password**

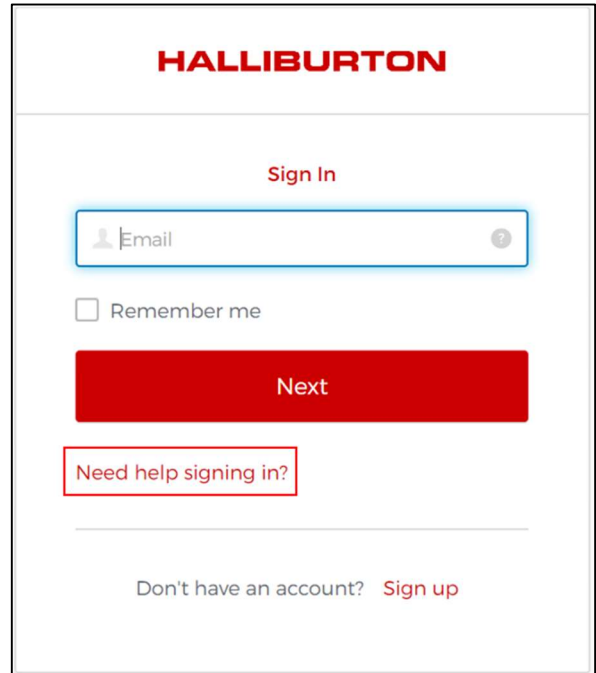
Sign Out

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?**.



**HALLIBURTON**

Sign In

Email

Remember me

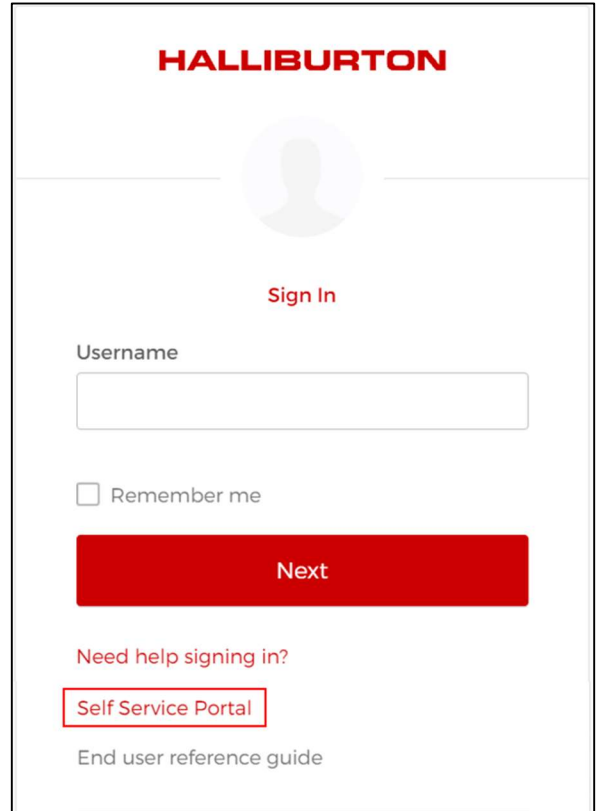
Next

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**.



**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**.

Need help signing in?

Activate Account

Reset Password

Multi Factor Authentication Reset

Unlock Account

End user reference guide

Back to Sign in

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

Enter your email address and click on the button below to receive a Security Code in your email.

oktaenduser@mailinator.com

Reset

Back to Main Menu

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.

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

Send OTP

[Back to Main Menu](#)

[Back to Sign in](#)

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

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

Security code

Verify OTP

**Note:** If you do not receive an email, please contact [Halliburton IT Service Center](#) 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 [Halliburton IT Service Center](#)

## 6. Account Unlock

1. Navigate to <https://myapps.halliburton.com>
2. Enter your email address and click **Next**.

## HALLIBURTON

Sign In

Remember me

[Next](#)

Need help signing in?

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



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

**HALLIBURTON**

Sign In

oktatestuserexp@gmail.com

.....

Remember me

**Sign In**

Need help signing in?

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

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**

Unlock account

Email or username

SMS or Voice Call can only be used if a mobile phone number has been configured.

**Send SMS**

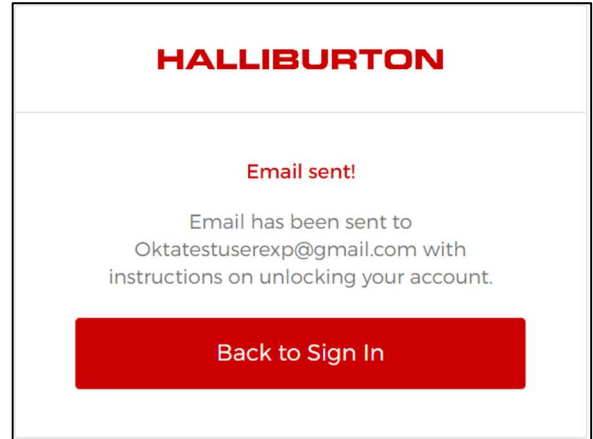
**Voice Call**

**Send Email**

[Back to Sign In](#) [Can't access email](#)

# HALLIBURTON

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



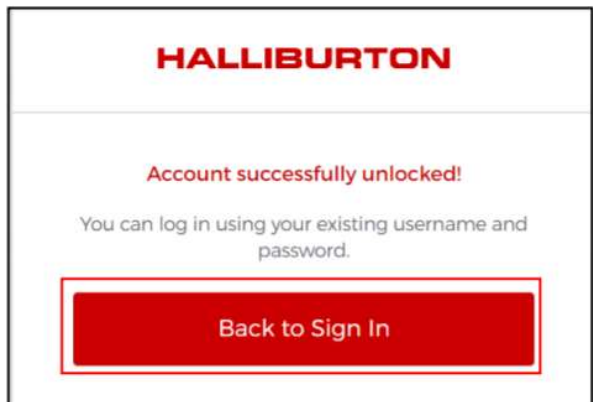
6. You should receive an email from **IT Security Operations** <[no-reply@halliburton.com](mailto:no-reply@halliburton.com)>

Click on **Unlock Account**.



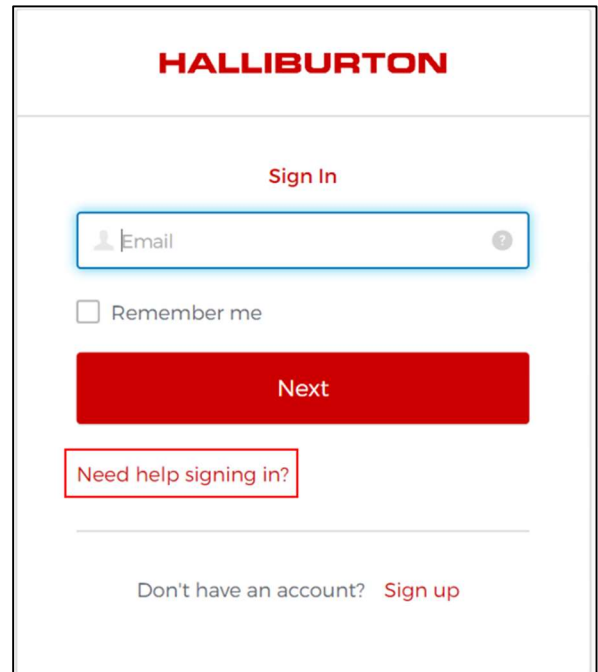
7. After clicking the link, you should be redirected to the Okta page indicating that the account has been successfully unlocked.

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?**



**HALLIBURTON**

Sign In

Email

Remember me

Next

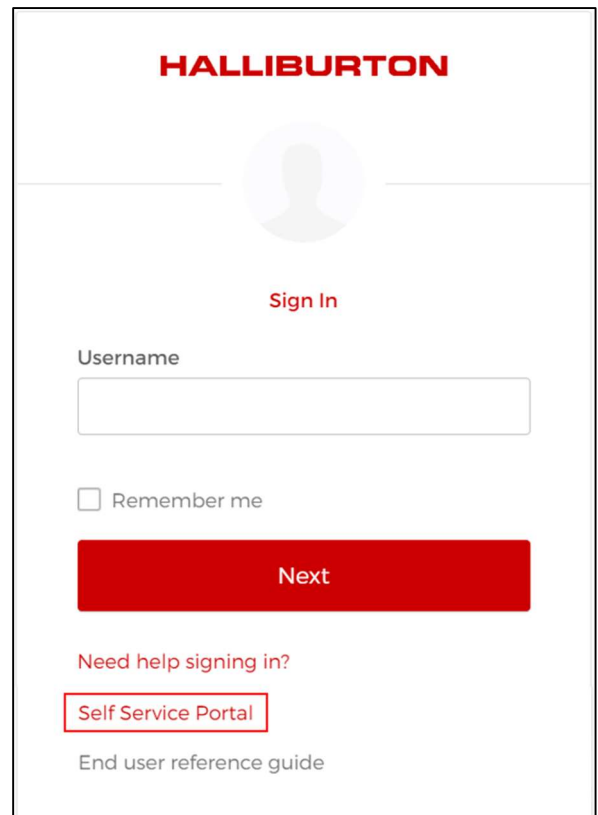
Need help signing in?

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**.



**HALLIBURTON**

Sign In

Username

Remember me

Next

Need help signing in?

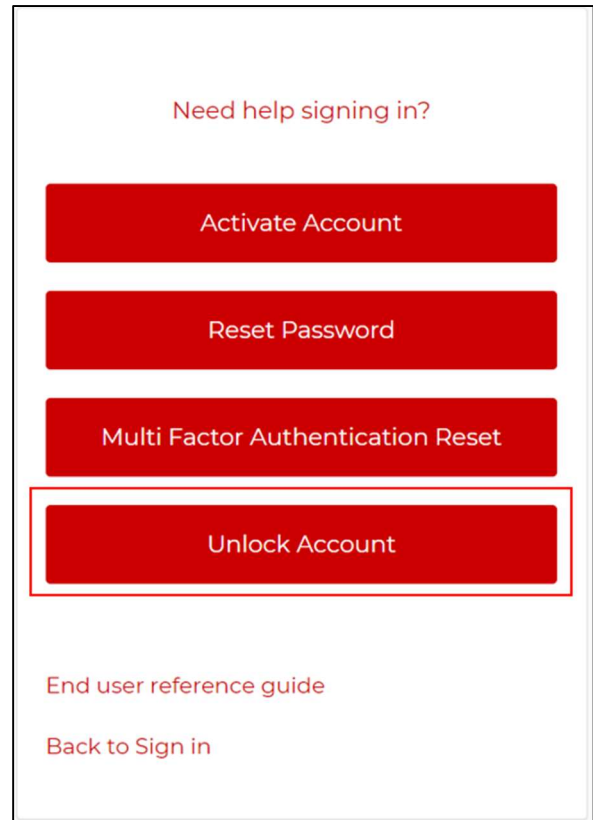
Self Service Portal

End user reference guide

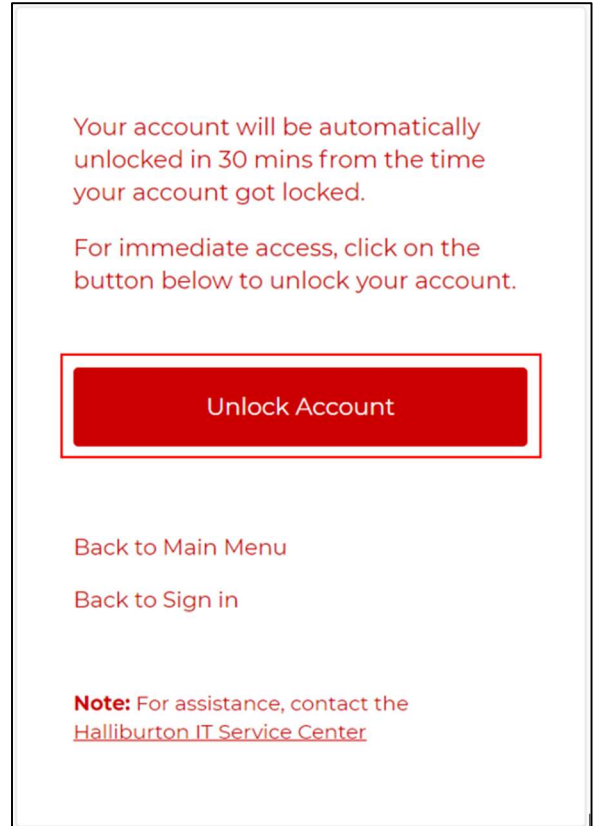
4. The following options are displayed

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

Click on **Unlock Account**.



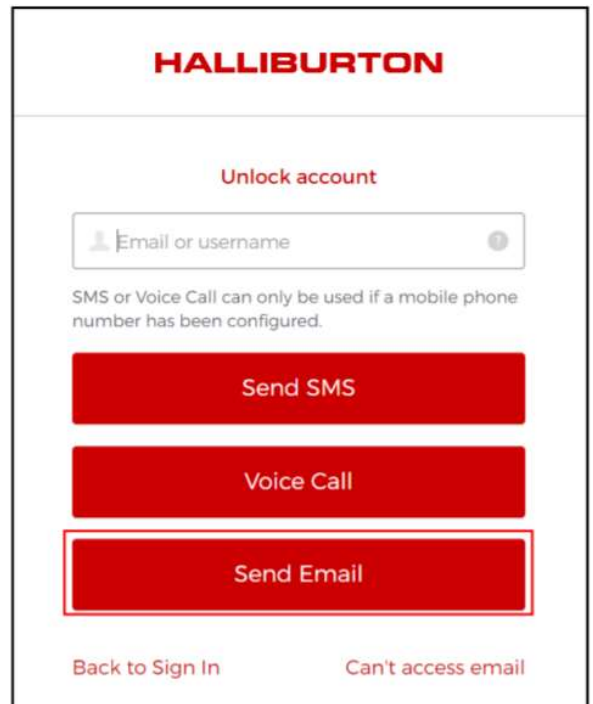
5. The following screen will appear. Click on **Unlock Account**.



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

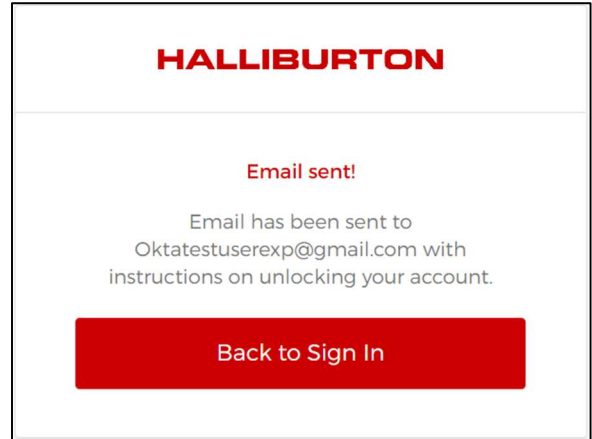
**Note:**

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



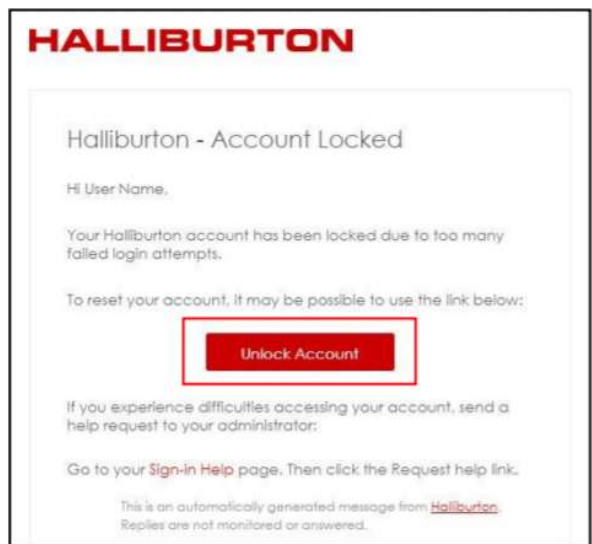
# HALLIBURTON

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



8. You should receive an email from **IT Security Operations** <[no-reply@halliburton.com](mailto: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 Into** login to Okta.

