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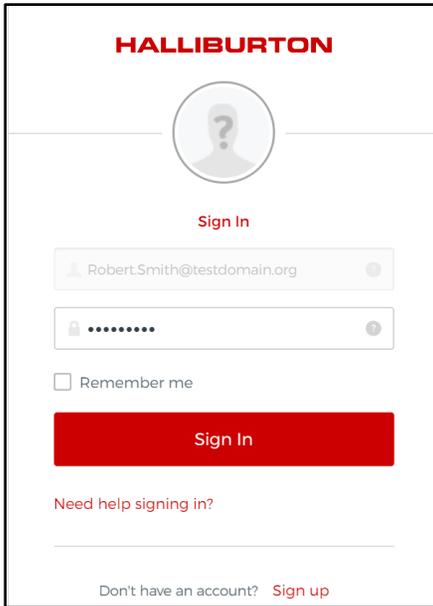
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## Prerequisites

In order to prepare for the new self-service access features and MFA for XSpace, it is required that you know your existing XSpace Password, if you don't remember your existing XSpace PW please follow the steps [here](#).

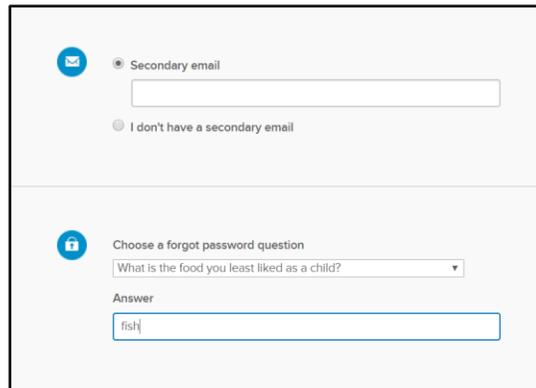
## Set up Account for Self-Service Password Reset (SMS and Voice Call)

1. Navigate to Halliburton login via the URL <https://myapps.halliburton.com>. Enter your existing username and password and click on **Sign In**.



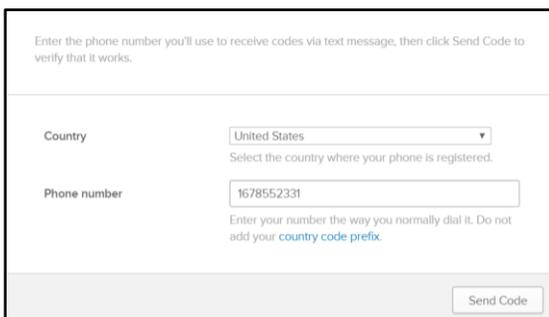
The image shows the Halliburton Sign In page. At the top is the Halliburton logo. Below it is a circular profile picture placeholder with a question mark. The text "Sign In" is centered below the profile picture. There are two input fields: the first contains the email address "Robert.Smith@testdomain.org" and the second contains a masked password "\*\*\*\*\*". Below the password field is a checkbox labeled "Remember me". A large red "Sign In" button is positioned below the checkbox. Underneath the button is a link that says "Need help signing in?". At the bottom of the page, there is a link that says "Don't have an account? Sign up".

2. You will be logged in and redirected to account set up page. Enter secondary email if present or check option of 'don't have secondary email' and answer the forgot password question.



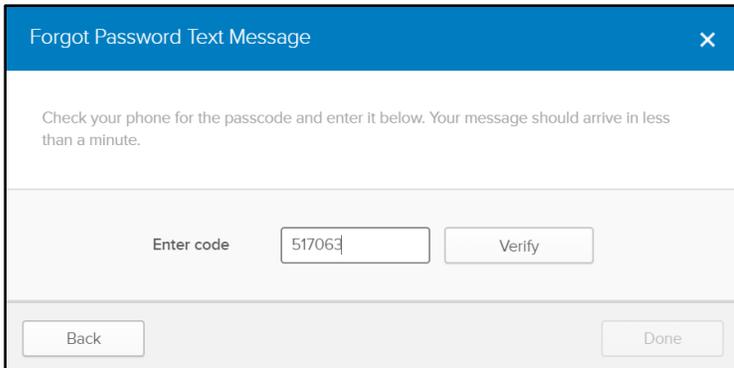
The image shows the account setup page. It has two main sections. The first section is titled "Secondary email" and has two radio button options: "Secondary email" (which is selected) and "I don't have a secondary email". Below the "Secondary email" option is an empty text input field. The second section is titled "Choose a forgot password question" and has a dropdown menu with the text "What is the food you least liked as a child?". Below the dropdown is an "Answer" field with the text "fish" entered.

3. Add the phone number for forgot password text message and click on **Send code**.



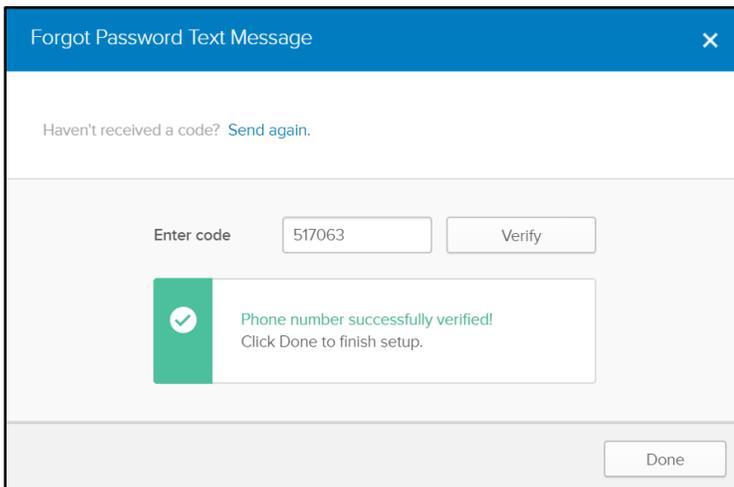
The image shows the phone number verification page. At the top, it says "Enter the phone number you'll use to receive codes via text message, then click Send Code to verify that it works." Below this is a "Country" dropdown menu with "United States" selected. Underneath the dropdown is the text "Select the country where your phone is registered." Below that is a "Phone number" input field with "1678552331" entered. Underneath the input field is the text "Enter your number the way you normally dial it. Do not add your country code prefix." At the bottom right of the page is a "Send Code" button.

4. Enter the OTP received via SMS and click on **Verify**.



The screenshot shows a mobile application window titled "Forgot Password Text Message" with a close button (X) in the top right corner. The main text reads: "Check your phone for the passcode and enter it below. Your message should arrive in less than a minute." Below this text, there is a label "Enter code" followed by a text input field containing the number "517063" and a "Verify" button. At the bottom of the screen, there are two buttons: "Back" on the left and "Done" on the right.

5. Once the phone number is successfully verified, click on **Done**.



The screenshot shows the same "Forgot Password Text Message" window. The main text now reads: "Haven't received a code? [Send again.](#)" Below this, the "Enter code" label is followed by a text input field containing "517063" and a "Verify" button. A green checkmark icon is displayed in a box on the left, and a message box on the right contains the text: "Phone number successfully verified! Click Done to finish setup." At the bottom right of the screen, there is a "Done" button.

6. Add the phone number for resetting password using voice call.

**Add a phone number for resetting your password or unlocking your account using SMS (optional)**  
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Number successfully verified!

**Add a phone number for resetting your password or unlocking your account using Voice Call (optional)**  
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

7. Enter the phone number and click on **Call**.

Set Up Voice Call Verification ✕

Enter the phone number you'll use to receive codes via phone call, then click Call to verify that it works.

Country:  ▼  
Select the country where your phone is registered.

Phone number:   
Enter your number the way you normally dial it. Do not add your [country code prefix](#).

Extension:

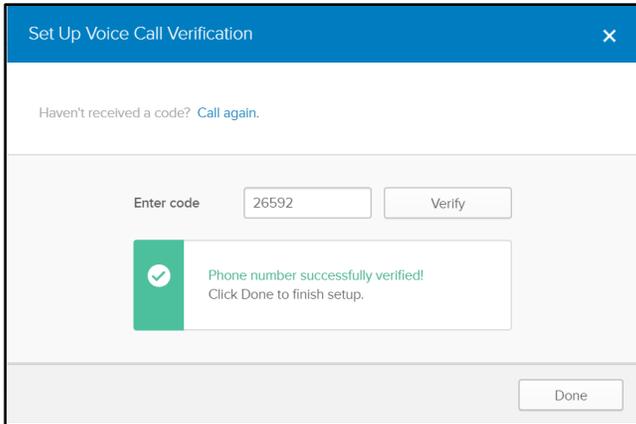
8. Enter the code received via phone call and click on **Verify**.

Set Up Voice Call Verification ✕

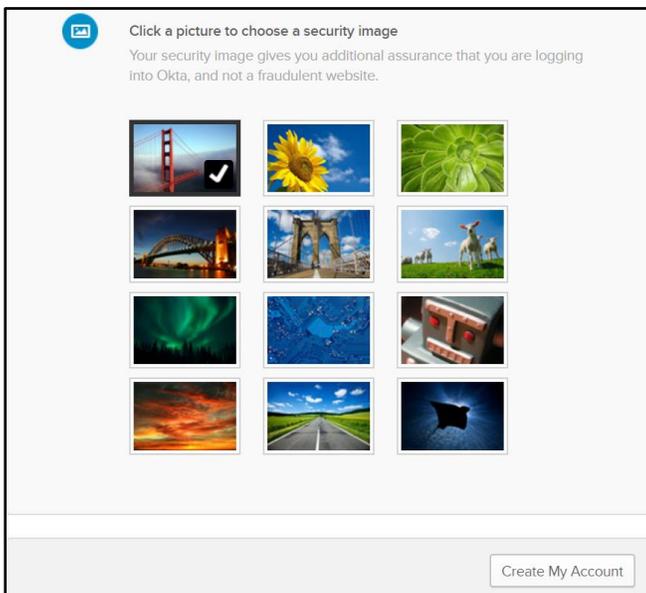
Call is in progress. Once you have the passcode enter it below.

Enter code:

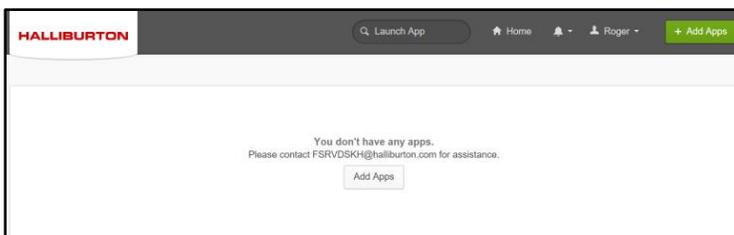
9. Once your phone number is successfully verified, click on **Done**.



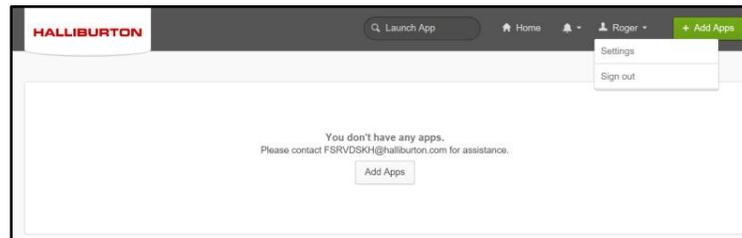
## 10. Select a security image and click on **Create Account**



## 11. You will be landed on the Okta dashboard



12. Navigate to settings by clicking dropdown on top right corner of application and verify if the phone number for SMS and Voice Call is set up.



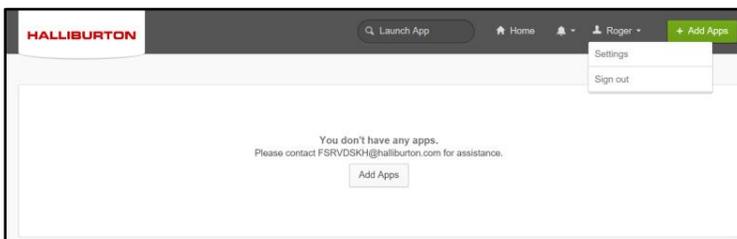
## MFA Registration Using Okta Verify

\*Okta verify provides the capability for verification offline with no mobile service

1. Navigate to Halliburton login via the URL <https://myapps.halliburton.com>. Enter your existing username and password and click on **Sign In**.

The screenshot shows the Halliburton Sign In page. At the top is the Halliburton logo. Below it is a circular profile icon with a question mark. The text "Sign In" is centered. There are two input fields: the first contains the email address "Robert.Smith@testdomain.org" and the second contains a masked password "\*\*\*\*\*". Below the password field is a checkbox labeled "Remember me". A large red "Sign In" button is positioned below the checkbox. At the bottom, there is a link "Need help signing in?" and a footer that says "Don't have an account? Sign up".

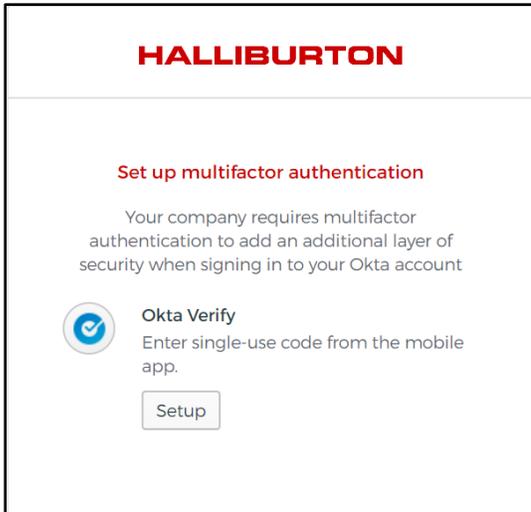
2. You will be redirected to Okta dashboard. Click on Settings under user profile



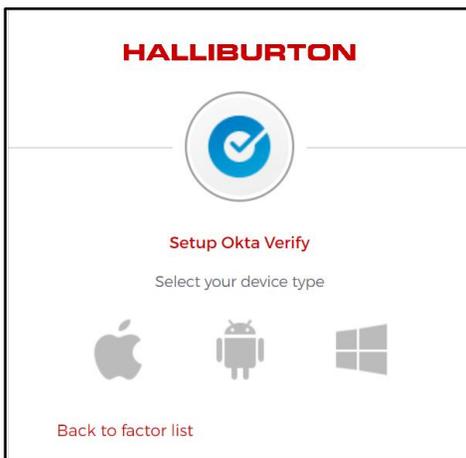
3. Click on Setup against Okta Verify

The screenshot shows the "Extra Verification" settings page. The title "Extra Verification" is at the top with a checkmark icon. Below the title is a descriptive text: "Extra verification increases your account security when signing in to Okta and other applications you use". There are three rows of settings, each with a "Set up" button: "Okta Verify", "SMS Authentication", and "Voice Call Authentication".

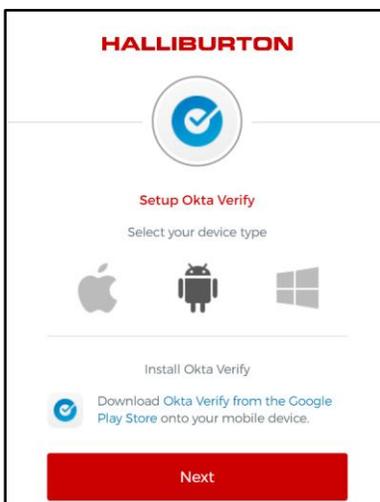
4. You will be redirected to the Setup Multifactor page to setup Okta Verify.



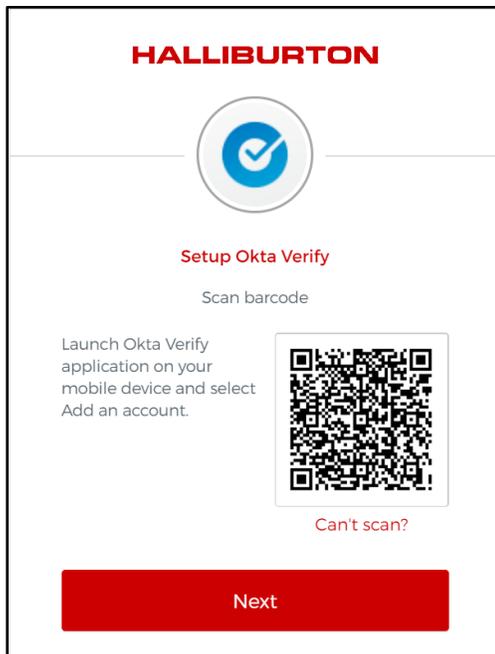
5. Select your device type



6. Download and install Okta Verify app on your phone and then click on Next



7. Scan the bar code by launching Okta Verify app on your phone and click on Add Account.  
Click on Next.



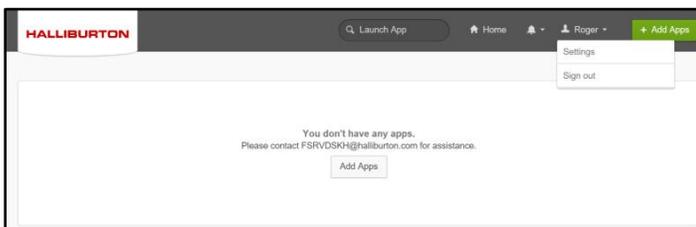
8. Your device is now enrolled and Okta Verify is Setup

## MFA Registration Using SMS Authentication

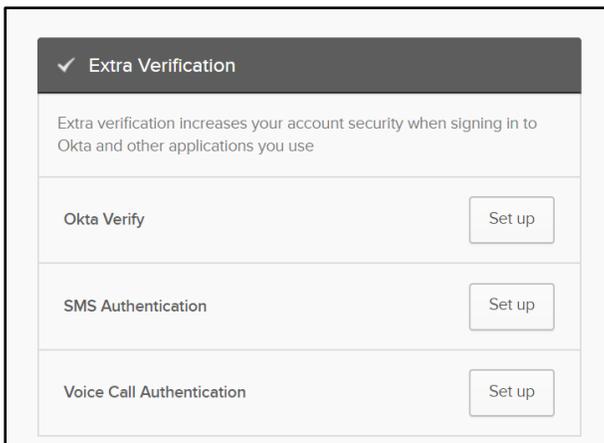
1. Navigate to Halliburton login via the URL <https://myapps.halliburton.com>. Enter your existing username and password and click on **Sign In**.

The screenshot shows the Halliburton Sign In page. At the top, the Halliburton logo is displayed in red. Below the logo is a circular placeholder for a user profile picture containing a question mark. Underneath the profile picture is the text "Sign In". There are two input fields: the first contains the email address "Robert.Smith@testdomain.org" and the second contains a masked password "\*\*\*\*\*". Below the password field is a checkbox labeled "Remember me". A prominent red "Sign In" button is centered below the form. Below the button is a link that says "Need help signing in?". At the bottom of the page, there is a link that says "Don't have an account? Sign up".

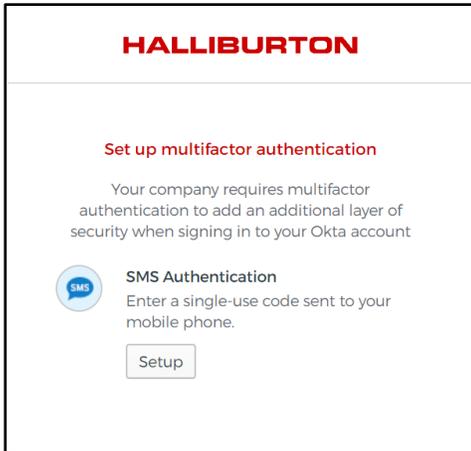
2. You will be redirected to Okta dashboard. Click on Settings under user profile



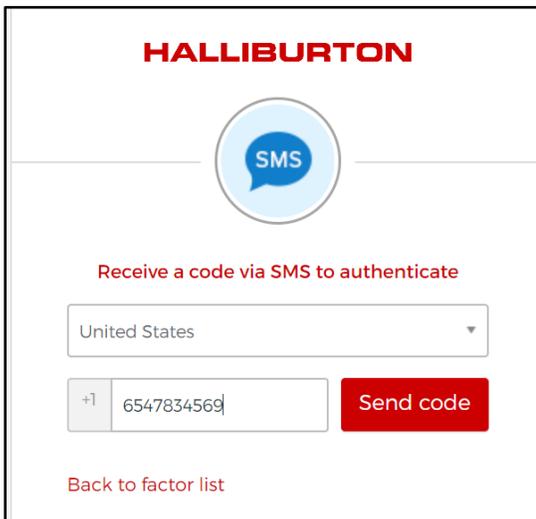
3. Click on Setup against SMS Authentication



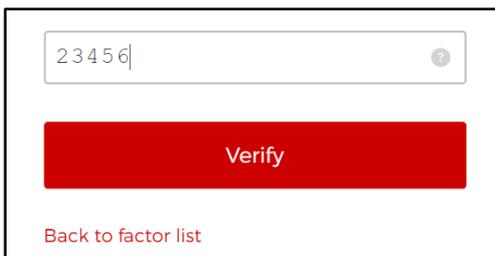
4. You will be redirected to the Setup Multifactor page to setup SMS Authentication.



5. Enter your phone number and click on Send Code



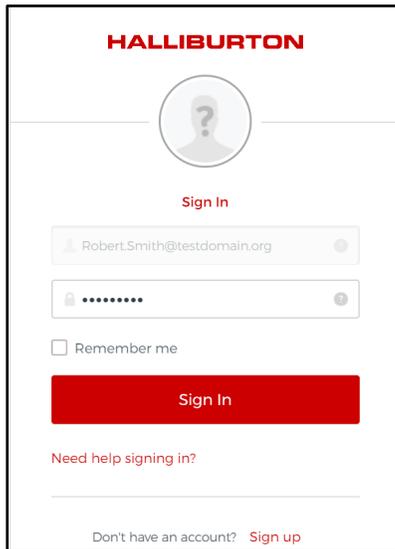
6. Enter the code received via sms and click on Verify



7. Once the code is verified successfully, SMS Authentication is Setup

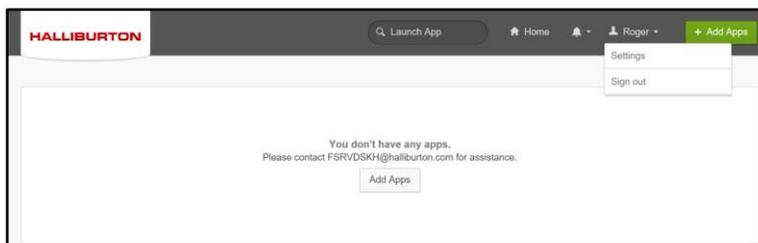
## MFA Registration Using Voice Authentication

1. Navigate to Halliburton login via the URL <https://myapps.halliburton.com>. Enter your existing username and password and click on **Sign In**.

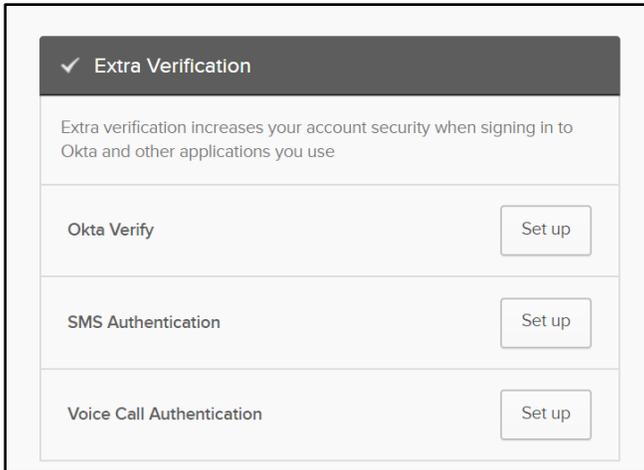


The screenshot shows the Halliburton login interface. At the top, the 'HALLIBURTON' logo is displayed in red. Below the logo is a circular placeholder for a user profile picture containing a question mark. Underneath the profile picture is the text 'Sign In'. The login form consists of two input fields: the first contains the email address 'Robert.Smith@testdomain.org' and the second contains a masked password '\*\*\*\*\*'. Below the password field is a checkbox labeled 'Remember me'. A prominent red button labeled 'Sign In' is positioned below the form. At the bottom of the form, there is a link that says 'Need help signing in?' and a footer that reads 'Don't have an account? Sign up'.

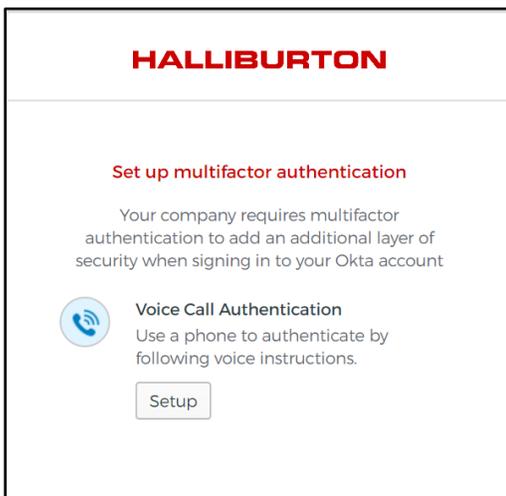
2. You will be redirected to Okta dashboard. Click on Settings under user profile



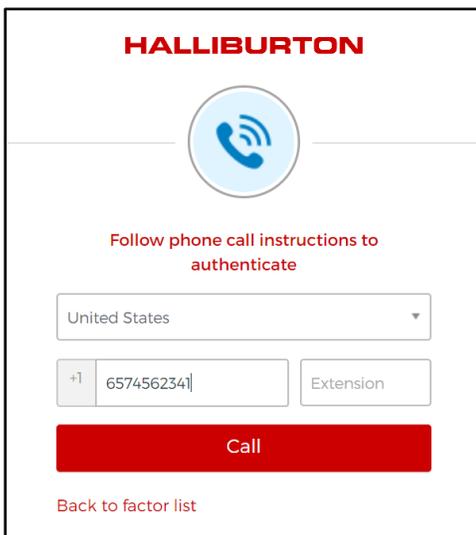
3. Click on Setup against Voice Authentication



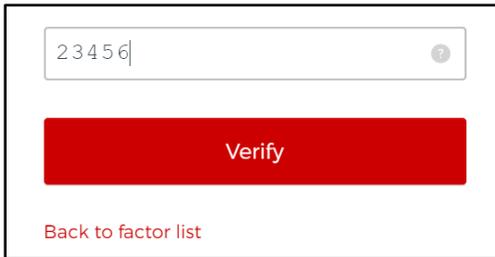
4. You will be redirected to the Setup Multifactor page to setup Voice Call Authentication.



5. Enter your phone number received via phone call and click on Send Code



6. Enter the code received via phone call and click on Verify



A screenshot of a verification code input form. At the top, there is a text input field containing the code "23456" and a question mark icon. Below the input field is a large red button labeled "Verify". At the bottom left of the form, there is a link labeled "Back to factor list".

7. Once the code is verified successfully, Voice Call Authentication is Setup

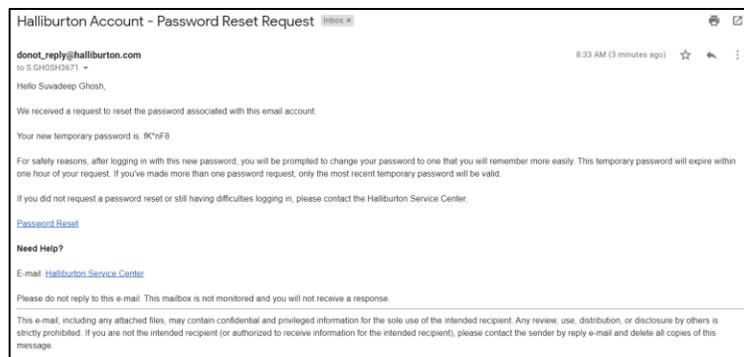
## [Password reset for existing users first time accessing myapps.halliburton.com](https://myapps.halliburton.com)

1. Navigate to password reset url <https://identity.halliburton.com/otpUI/?modal=true>. Enter your email address and click on **Submit**.

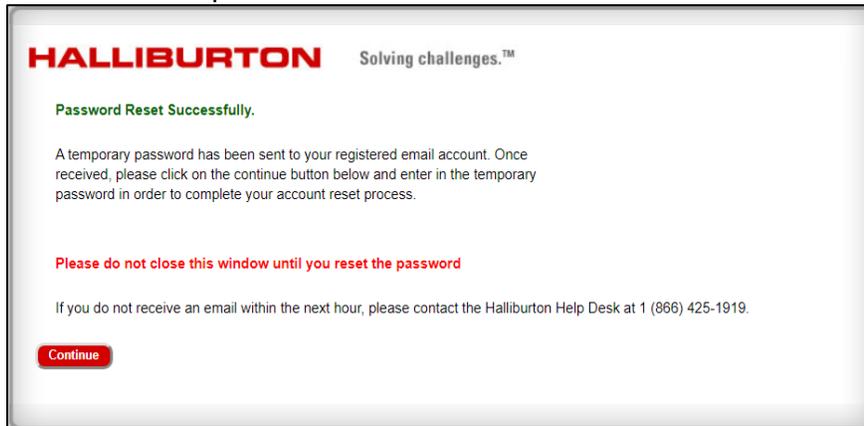


A screenshot of the Halliburton password reset request form. The header shows the Halliburton logo and the tagline "Solving challenges.™". Below the header, the text "Request Password" is displayed, followed by the instruction "\*\*Please enter in your registered email account below." An "Email:" label is followed by a text input field. At the bottom of the form, there are two red buttons: "Submit" and "Reset".

2. You will receive an email with a temporary password



3. Click on continue the password reset screen.



**HALLIBURTON** Solving challenges.™

**Password Reset Successfully.**

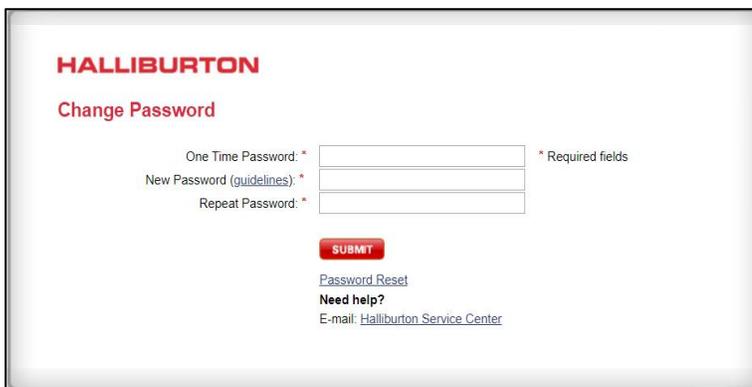
A temporary password has been sent to your registered email account. Once received, please click on the continue button below and enter in the temporary password in order to complete your account reset process.

**Please do not close this window until you reset the password**

If you do not receive an email within the next hour, please contact the Halliburton Help Desk at 1 (866) 425-1919.

**Continue**

4. Enter one-time password and set new password for your account



**HALLIBURTON**

**Change Password**

One Time Password: \*  \* Required fields

New Password (guidelines): \*

Repeat Password: \*

**SUBMIT**

[Password Reset](#)

**Need help?**

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

5. On resetting password, please navigate to url <https://myapps.halliburton.com> and use your email and new password to log in

The screenshot shows the Halliburton Sign In interface. At the top is the Halliburton logo. Below it is a placeholder for a profile picture. The main heading is "Sign In". There is an input field for "Email" with a dropdown arrow on the right. Below the input 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 "Need help signing in?" and a link "Don't have an account? Sign up".

6. After login, update the profile with secondary email address (if present), phone number for additional verification options and security images

The screenshot shows the Halliburton account creation page. At the top is the Halliburton logo. Below it is the heading "Welcome to Halliburton, Suvadeep!" and the sub-heading "Create your Halliburton account". The page is divided into four sections, each with a blue icon and a title:

- Secondary email:** A radio button is selected for "Secondary email" with an input field. The other option is "I don't have a secondary email".
- Add a phone number for resetting your password or unlocking your account using SMS (optional):** A text box for the phone number and an "Add Phone Number" button. A note states: "Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email."
- Add a phone number for resetting your password or unlocking your account using Voice Call (optional):** A text box for the phone number and an "Add Phone Number" button. A note states: "Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email."
- Click a picture to choose a security image:** A grid of 12 small images for selection. A note states: "Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website."

At the bottom right of the form is a "Create My Account" button.

7. You will be landed on the Okta dashboard

