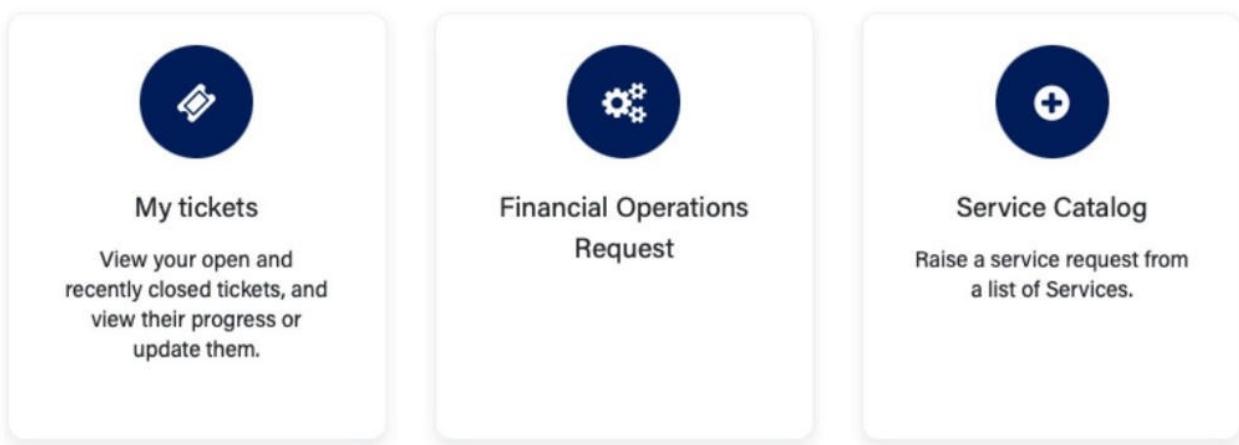


-->

# Halo User Portal

Last Modified on 10/08/2025 12:24 pm EDT



The Halo User Portal is where you can create and track Financial Operations requests.

The portal has two sections:

- Located at the top of the Portal, the **Navigation Bar** has several links. Going from left to right, the links are:
  - **The Wharton logo:** Clicking on this will take you back to the portal homepage, no matter where you end up on the portal.
  - **Links:** These links will differ depending on who is logged in, but Home and Settings are always included. Home takes you back to the Portal home page, and clicking on Settings gives you access to some portal user settings (see section below).
  - **Profile Picture:** Clicking on the profile picture (Or your initials if you haven't uploaded a profile picture) in the upper right-hand corner of the screen opens the My Account menu. More on this below.
- A variety of clickable **tiles** is the most notable feature of the portal. You'll see different tiles depending on what functions are available to you. Click on a tile to see more.

## My Account

The account menu in the User portal doesn't include that much of interest:

Home Change Calendar Settings **SM**

My account X

**SM** Scott McNulty

Settings

Password & Security

Switch to Agent Application

Log out

Language

English (United States) ▼

- Settings - One of two ways to your portal preferences. See the next section for more details.
- Password & Security - There are three sections here:
  - Password - This is disabled since we're using PennKey authentication.
  - Two-Factor Authentication - The Two-Factor Authentication settings can't be changed.
  - Sessions - Whenever you log into Halo, you're creating a "session." If you need to ensure you're totally logged out of Halo, you can go to this section and revoke all your sessions. You'll almost certainly never need to do this.
- Switch to Agent Application - If you're an Agent in Halo, you can switch to the Agent application by clicking this link (and do something very similar in that app to switch to the portal!).
- Log Out - Clicking this logs you out.
- Language - You can select another language, though Wharton Computing only officially supports "English (United States)."

## Settings

### Settings

Alter your settings.

Preferences

Application Theme

Default X | ▾

Default

Halo ITSM Standard

Halo ITSM Dark

Use browser preference

You can get to your portal settings one of two ways:

- Click **Settings** in the top navigation bar.
- Click **Settings** in the My Account menu (reveal this menu by clicking on your user avatar in the upper right corner of the portal screen).

Clicking either will take you to your Portal preferences, where the only thing you can do is change the Application Theme from Default (light) to either Dark or to use your browser preference.