



Welcome to Employee Self-Service (ESS)!

A New Secure Website to Access your Pay Stubs!



What is Employee Self-Service (ESS)?

The Newhall School District has implemented a new Human Resources and Payroll system provided by the Los Angeles County Office of Education (LACOE). This new system provides employees with easy, secure online access to: Viewing and downloading pay stubs, viewing certain employee profile & certification information, opting in for electronic receipt of W-2s, and updating emergency contact information.



How Do I Get My Login Information?

Employees will receive a welcome email from BESTAuthentication@laoe.edu, which will include their Account username and password.



How Do I Log In?

[Click Here](#) for a video tutorial

1

Navigate to the BEST Portal Website by entering the URL bestportal.laoe.edu in your internet browser (e.g., Google Chrome). The welcome email includes the hyperlink.

2

Click Log in to Production.



3

Enter your BEST Username provided in your ESS welcome email. Click Next.

Next

4

Enter the password provided in your ESS welcome email. Click Sign in.

Sign in

5

At initial login, your BEST account will notify you to More Information is Required prompt to add an additional layer of security to your account. Click Next.

Next

6

A Microsoft Authenticator message will appear. You can choose an authentication app (Microsoft or other authentication app) or a different method to authenticate and secure your account.

7

Follow and complete the steps of the chosen authentication method. A Success Message will appear that summarizes your choice. Click Done after review.

Done

8

Click the No button when asked if you want to stay logged in; this will keep your account safe.

No

9

The BEST portal will open. Click Here to open your account.

Here

10

Click on the ESS tile to explore your employee profile and pay stub!



If you need further assistance creating your ESS Portal Account, please reach out to us by emailing esshelp@newhallsd.com

