

BEST Advantage System – Budget Login Instructions

January 11, 2019

Instructions:

Follow the instructions below to login to the BEST Advantage System - Budget on the BEST Portal (<https://bestportal.lacoe.edu>).

Step #1: Using a Chrome browser, go to the BEST Portal at <https://bestportal.lacoe.edu>

Step #2: Click on one of the BEST Advantage System links (e.g., User Sandbox for BUD)

The screenshot shows the browser address bar at <https://bestportal.lacoe.edu>. The page title is "Business Enhancement System Transformation (BEST) Portal". The Los Angeles County Office of Education logo is visible. The main content area includes a "Messages and Announcements" section with a welcome message and system availability details. A blue arrow points to the "Production" dropdown menu, which contains a link for "BEST Advantage System - Budget (BUD)".

Step #3: The following Sign in page will appear:

The screenshot shows the sign in page with the URL <https://best-web.lacoe.edu>. The form includes a "Username" field, a "Password" field, and "Sign in" and "Cancel" buttons. A blue arrow points to the Password field.

Network Level Username & Password (Same for all users)

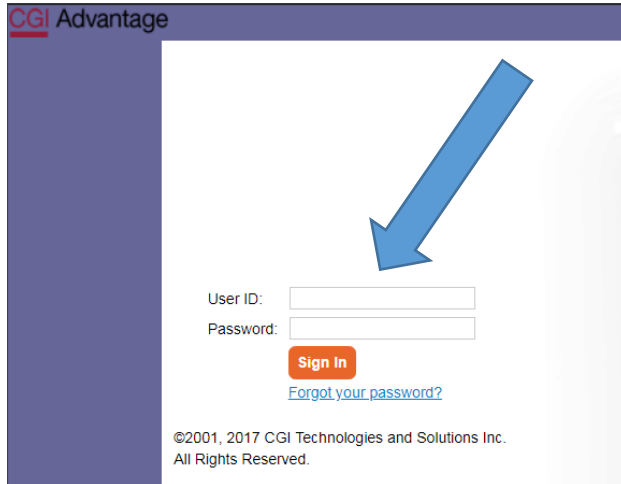
Enter **BEST3** in the Username field.
Enter **BEST42019!** in the Password field.
Click on Sign in

Note: Use ALL UPPERCASE LETTERS in the Username and Password fields.

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Step #4: The BEST Advantage System Login page will appear. Your User ID and temporary password should have been provided by your District Security Administrator (DSA). If you have not received this information, please contact you DSA.



Your User ID and Temporary Password

- A. Enter your provided User ID in the User ID field; and
- B. Enter your provided Temporary Password in the Password field; and
- C. Click on Sign In.

Step #5: You will be redirected to your BEST Advantage System – Budget Homepage.

Welcome to the BEST Advantage System – Budget Application!