

ADDING TEXTBOOK COPIES TO DESTINY



Destiny Resource Manager allows users with full access to add barcoded and unbarcoded textbook copies to their school's inventory in Destiny.

In this tutorial you will learn how to:

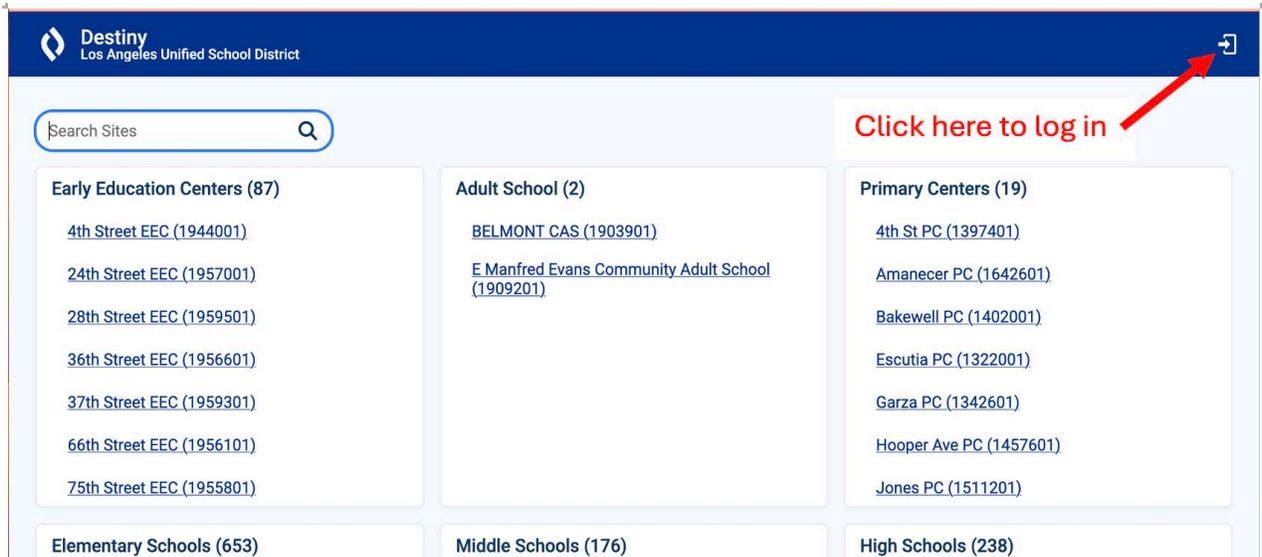
- Add barcoded copies
- Add unbarcoded copies (consumables)

Requirements:

- PC or MAC
- A web browser such as:
 - Google Chrome 
 - Mozilla Firefox 
 - Safari 
- Full access to Destiny Resource Manager
- An Internet connection
- An LAUSD Single-Sign-On (SSO)

STEP ONE: LOG IN TO DESTINY

1. Open a web browser.
2. In the address bar, type the following URL: <http://lausd.follettdestiny.com>
3. Click on the arrow pointing to the right, located at the upper right-hand corner of the page. **NOTE:** If you are already logged in to you LAUSD email, clicking on the arrow pointing to the right will automatically log you in to Destiny.



Faculty and Staff: Select the **LAUSD Faculty/Staff SSO** to log in. Enter your full LAUSD email and password to log in.

Student: Select the **LAUSD Student SSO** to log in. Enter your full LAUSD email and password to log in.

LAUSD District Staff: select **LAUSD District Staff SSO** to log in. Enter your full LAUSD email and password to log in.

Individuals granted access to Destiny for a specific site(s) or District level access, use the right side of the log in and enter your assigned Username and Password.

Log into Follett

Los Angeles Unified School District

LAUSD Faculty/Staff SSO

LAUSD Student SSO

LAUSD District Staff SSO

Username

Password

Remember me

Forgot your password? [Recover password](#)

STEP TWO: ADDING BARCODED TEXTBOOK COPIES

1. Once Logged in, use this drop-down menu and select, **Back Office**.
2. Click on the **Catalog** drop-down menu option.
3. Click the **Resource Search** option.
4. Click on the **Search** sub-tab.
5. **IMPORTANT:**
Select **Textbooks > Adopted & Approved** from the **Find all** drop-down menu **IF** you will be adding **Williams adopted and/or approved** curricular materials.
Select **Textbooks** from the **Find all** drop-down menu **IF** you will be adding supplementary course materials or novels.
6. Check the boxes for **Include Teacher's Editions** and **Include Resource Kits**.
7. On the **Where Resource** drop down menu, select **ISBN**. (***ALWAYS** use the **ISBN** criteria when adding copies. The only exception is when adding novels; then it is okay to search by title, if the ISBN displays no results*).
8. On the **Look in** drop down menu, select **Los Angeles Unified School District**.
9. **DO NOT** make any selections in the section **Limit your search for resources by...**
10. Scan or enter the ISBN of the book into the field.
11. Click on **Search**.

The screenshot shows the 'Resource Search' interface for Los Angeles Unified School District. The interface includes a top navigation bar with 'Back Office' and 'Resource Manager' dropdowns. A left sidebar contains a 'Catalog' dropdown and a list of search-related options. The main search area is titled 'Search for Resources and Items' and contains several fields and checkboxes. A red box highlights the 'Limit your search for resources by...' section, which includes fields for Custodian, Funding Source, Department, Purchase Price, Date Acquired, and Historical Notes. Red callouts 1 through 11 point to various elements: 1 points to 'Back Office', 2 to 'Catalog', 3 to 'Resource Search', 4 to 'Search' tab, 5 to 'Find all' dropdown, 6 to 'Include Teachers' Editions' and 'Include Resource Kits' checkboxes, 7 to 'Where Resource' dropdown, 8 to 'Look in' dropdown, 9 to the 'Limit your search for resources by...' section, 10 to the ISBN input field, and 11 to the 'Search' button.

- The result should display, click on the **Add Item** button. *Note: If there are no results, this means that title record for the specified ISBN is not cataloged. Submit a [ServiceNow Ticket](#) to have LTS add the title record. Once added, you can proceed to add copies.*

How do I... ?

Resource Details | Items | Supplements

Impact Grade 6 World History & Geography: Ancient Civilizations
Spielvogel

Items available locally: 299 of 433
Items available off-site: 18,710 of 32,042 [See all...](#)

Selected List: Added Titles 10_2024 [Add to This List](#)

Textbooks > Adopted & Approved

Title Impact Grade 6 World History & Geography: Ancient Civilizations
Instructional Classification Adopted - Middle School
Replacement Price \$85.58
Subject WLD HIS/GEO:ANC CIV 6AB
Author Spielvogel
Edition California
Copyright 2019
ISBN 0-07-675590-8
978-0-07-675590-5
Material Type Book
Default Budget Category Textbook Adoption 2018-2019

Buttons: Edit, Duplicate It, Delete, **Add Item**, Update Digital, Add Image, Components

- Use the drop-down menu for **Add Items** and select **with Barcodes**.
- Use this drop down menu and select **List of Barcodes**. (Do not add or make any other changes to any of the other criteria/fields on the screen.)
- Click on the **Add** button.

Impact Grade 6 World History & Geography: Ancient Civilizations
Adopted - Middle School

Add Items with Barcodes

List of Barcodes [Add](#)

-- Barcodes --

[Remove](#)

Status Available

Condition New

Home Location -- Undefined -- [Other](#)

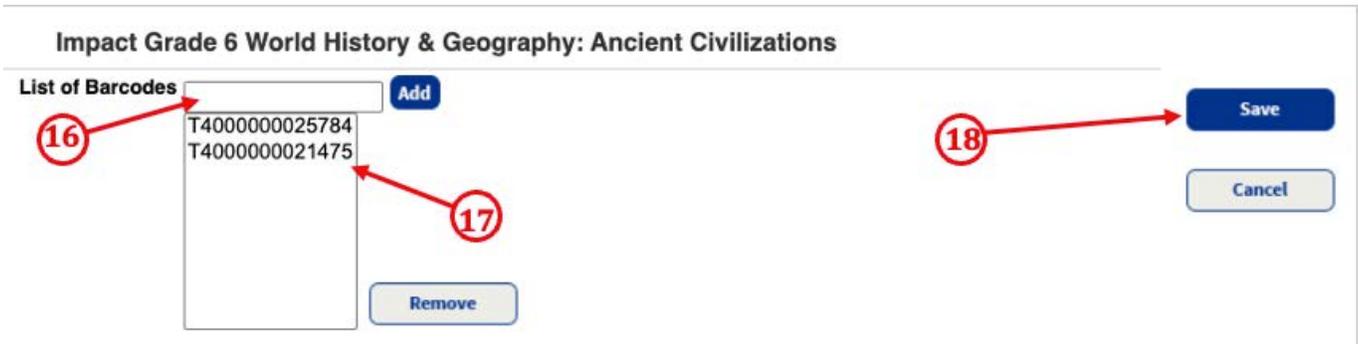
Budget Category Textbook Adoption 2018-2019 [Other](#)

Date Acquired 7/16/2025

Purchase Price

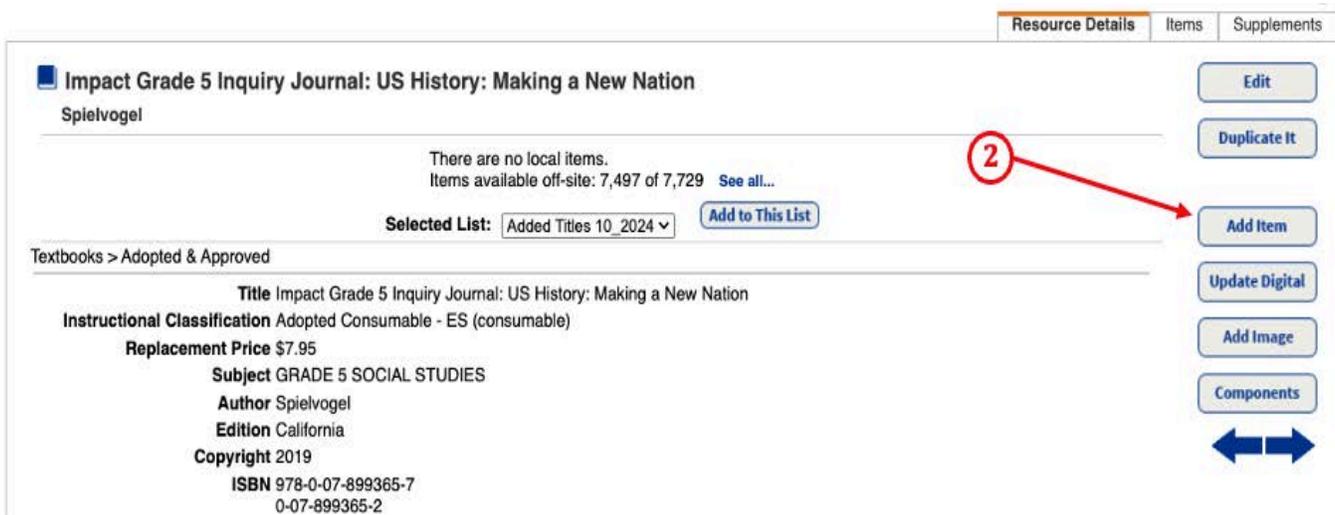
Purchase Order

- Click inside the **List of Barcodes** field and make sure the curser is blinking inside before proceeding to scan the barcodes of the books to be added.
- As you scan the books, the barcodes will appear in the box below to show the progress.
- Once finished scanning all the books for that title, click on the **Save** button. You will be prompted with the question, “**Are you sure you want to add these items?**” click on **Yes**.



STEP THREE: ADDING UNBARCODED TEXTBOOK COPIES (CONSUMABLES)

- Perform steps 1-11 from **STEP TWO**
- Click on the **Add Item** button



3. In the ***Number of Items** field, enter the number of unbarcoded copies you want to add. Do not add or make any other changes to any of the other criteria/fields on the screen.
4. Click on the **Save** button. You will be prompted with the question, “**Are you sure you want to add these items?**” click on **Yes**. A summary of the copies added will be displayed.

Impact Grade 5 Inquiry Journal: US History: Making a New Nation
Adopted Consumable - ES (consumable)

***Number of Items** 3

Status Available

Condition New

Home Location -- Undefined --

Budget Category Textbook Adoption 2018-2019

Date Acquired 7/16/2025

Purchase Price

Purchase Order

Custodian Undefined

Department -- Undefined --

Add historical note

