

# DELETING DAMAGED & OBSOLETE TEXTBOOKS FROM DESTINY



*Destiny Resource Manager allows users with full access to delete barcodes associated to damaged and/or obsolete textbooks from Destiny.*

## **In this tutorial you will learn how to:**

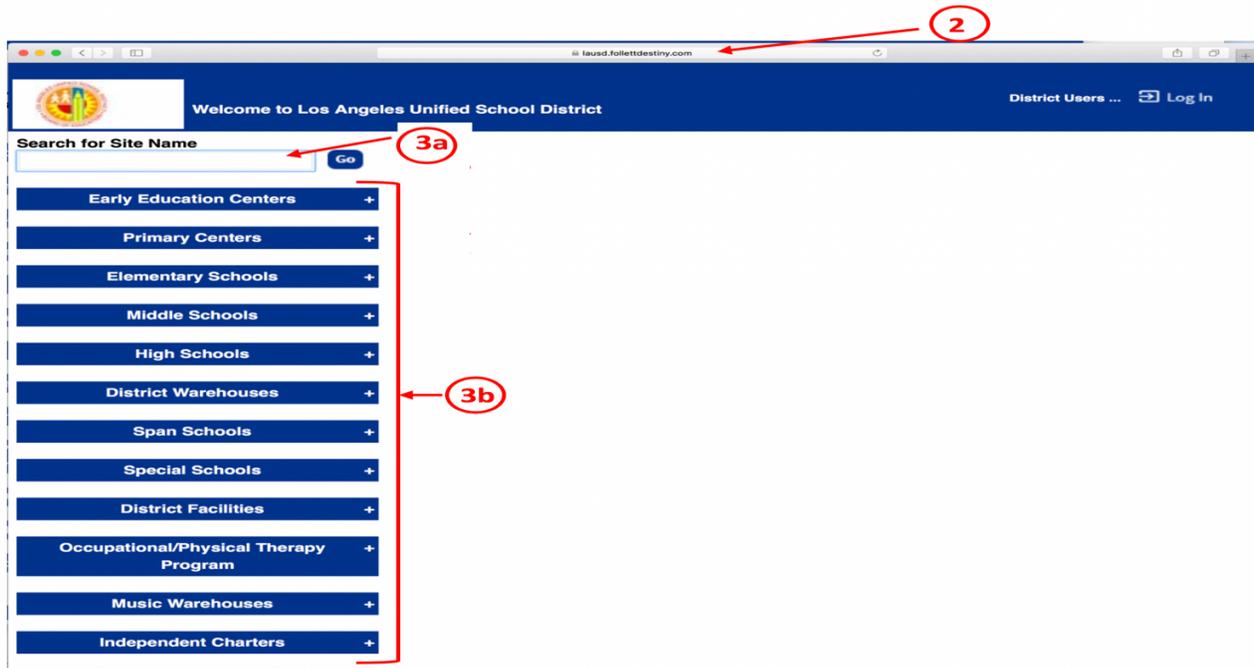
- *Delete damaged and/or obsolete textbooks from Destiny.*

## **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)

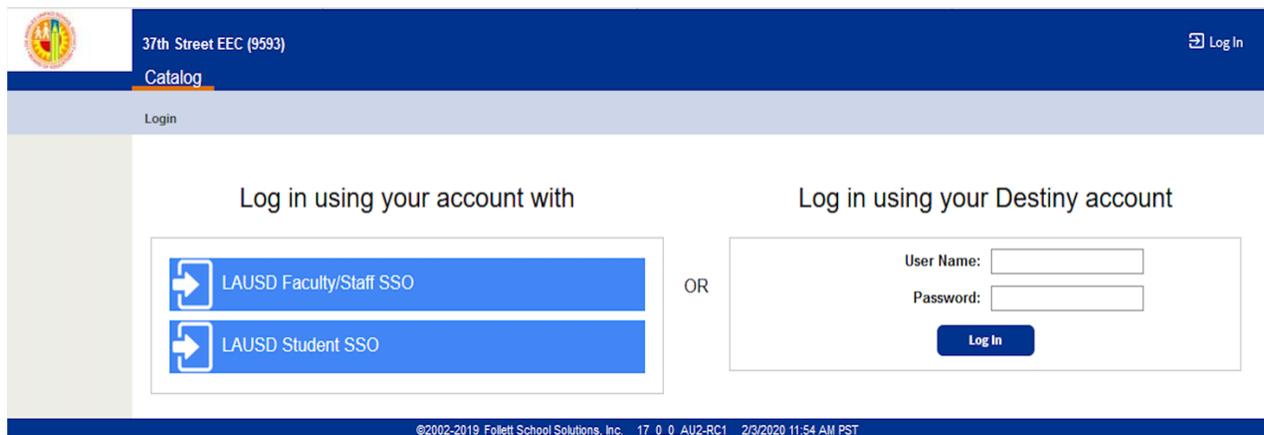
## LOGGING IN TO DESTINY

1. Open a web browser
2. In the address bar, type the following URL: <http://lausd.follettdestiny.com>
3. There are two ways to find your school:
  - a. In the **Search for Site Name** field, type in the name or location code of your school. Press the **Enter** key on the keyboard or click on the **Go** button, OR
  - b. Click on the blue bar associated with your school group (e.g. Middle School) then find and click on your school's link. You will be taken to your site's home page. Click on **Log In**, located on the top right side of the window.



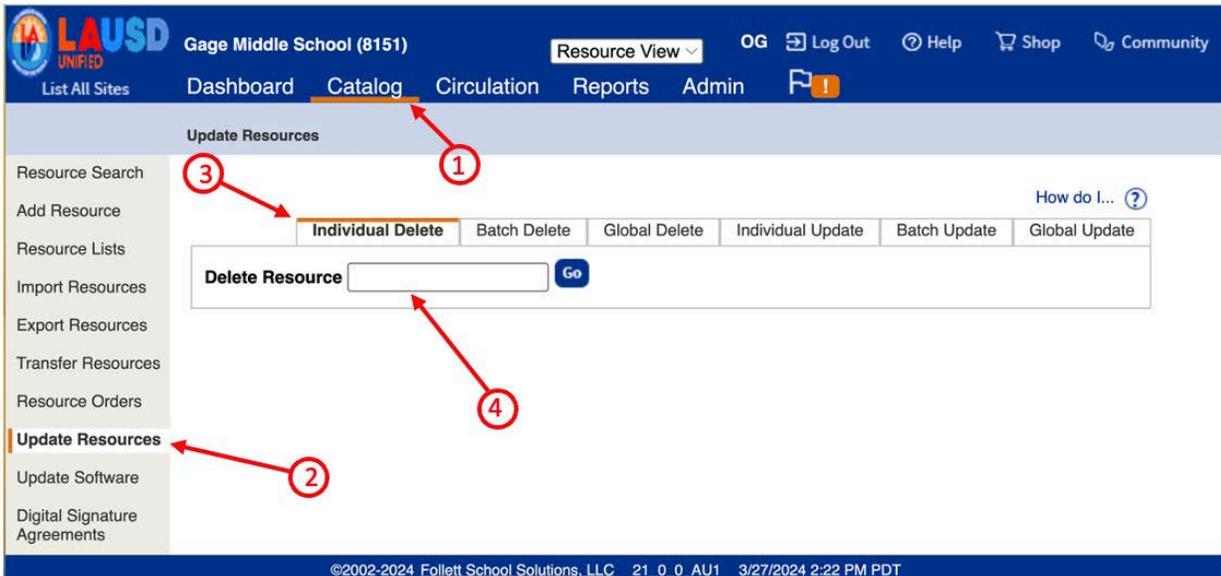
Select the **LAUSD Faculty/Staff SSO** to login. Enter your full LAUSD email (e.g. jane.doe@lausd.net) and password to log in.

Individuals granted access to Destiny for a specific site(s) or District level access and assigned a specific User Name and Password, use the Destiny account log in on the right.



## DELETING BARCODES

1. Select the **Catalog** tab.
2. Select the **Update Resources** option.
3. Select the **Individual Delete** sub-tab.
4. Scan the barcode of the damaged and or obsolete book(s) into the **Delete Resource** field.



Once scanned, the deleted items will be displayed below the **Most Recently Deleted** as shown here.

