TEXTBOOK CHECK-OUT & CHECK-IN



Destiny Resource Manager allows users with limited and full access to check-out and check-in textbooks.

In this tutorial you will learn how to:

- Check-out textbooks to patrons
- Check-in textbooks

Requirements:

- PC or MAC
- A web browser such as:
 - Google Chrome
 - Mozilla Firefox
 - Safari
- Limited or 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.

Destiny Los Angeles Unified School District		Ð
(Search Sites Q		Click here to log in
Early Education Centers (87)	Adult School (2)	Primary Centers (19)
4th Street EEC (1944001)	BELMONT CAS (1903901)	<u>4th St PC (1397401)</u>
24th Street EEC (1957001)	E Manfred Evans Community Adult School (1909201)	Amanecer PC (1642601)
28th Street EEC (1959501)	(1202201)	Bakewell PC (1402001)
36th Street EEC (1956601)		Escutia PC (1322001)
37th Street EEC (1959301)		<u>Garza PC (1342601)</u>
66th Street EEC (1956101)		Hooper Ave PC (1457601)
75th Street EEC (1955801)		Jones PC (1511201)
Elementary Schools (653)	Middle Schools (176)	High Schools (238)

- 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.

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AUSD Faculty/Staff SSO	Username
AUSD Student SSO	Password
LAUSD District Staff SSO	
	Remember me
	Forgot your password? Recover password

STEP TWO: CHECKING-OUT TEXTBOOKS TO A PATRON (STUDENT/TEACHER)

- 1. Once logged in, use this drop-down menu and select Back Office.
- 2. Click on the Circulation drop-down menu option and select Check Out Items.
- 3. Make sure the **To Patron** sub-tab is selected.
- 4. Make sure the box for **Only my patrons** is checked.
- 5. Make sure the box for **Only search** is **NOT** checked.
- 6. Make sure the box for **Only Active Patrons** is checked.
- 7. Click inside the **Find** field and either type the last and first name of the patron or scan/ enter the patron's LAUSD ID.
- 8. If you type the name and or patron ID, click the **Find Patron** button.

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- 9. Click inside the **Find** field and scan or type the textbook's barcode.
- 10. If the barcode was typed, click on the **Find Item** button.
- 11. The textbook will be displayed under the Checked Out section. The textbook is now checked out to the patron. NOTE: Always make sure that as you scan textbooks and or type the textbook barcode and click on "Find Item," that the textbook's title appears down under the "Checked Out" section.
- 12. To check-out textbooks to other patrons, click the **Reset Page** button to clear the screen and repeat steps 7-9.

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STEP THREE: CHECKING-IN TEXTBOOKS

- 1. Once logged in, use this drop-down menu and select Back Office.
- 2. Click on the Circulation drop-down menu option and select Check Out Items.
- 3. Click inside the **Find Item** field and type or scan the textbook's barcode. If you typed in the barcode, click on **Go**.
- 4. The book will be checked in and will appear under the **Most Recently Checked In** section. **NOTE: Always check to make sure that the textbook and the person's name is displayed is that of the person turning it in.**

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