

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:

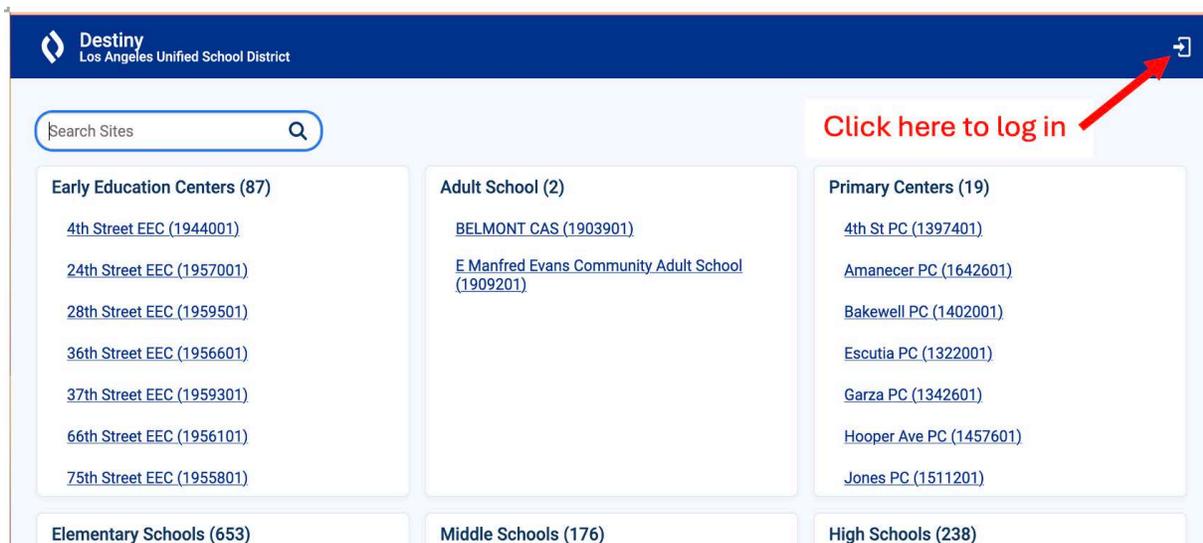
- Check-out textbooks to patrons
- Check-in textbooks

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.



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](#)

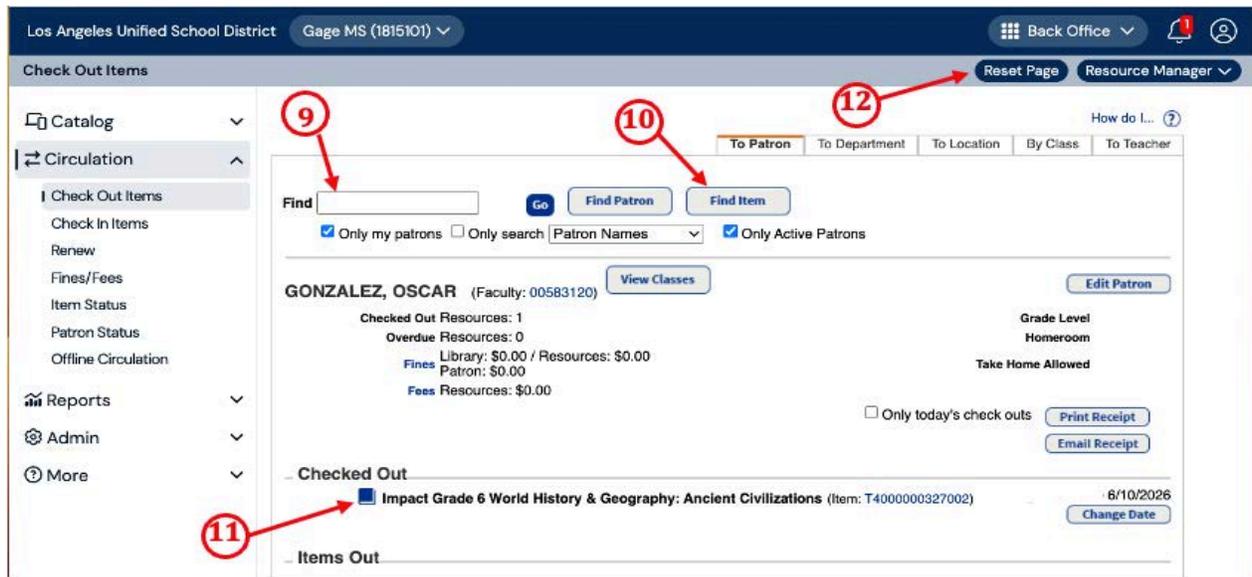
Log in

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.



- Click inside the **Find** field and scan or type the textbook's barcode.
- If the barcode was typed, click on the **Find Item** button.
- 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.**
- To check-out textbooks to other patrons, click the **Reset Page** button to clear the screen and repeat steps 7-9.



STEP THREE: CHECKING-IN TEXTBOOKS

- Once logged in, use this drop-down menu and select **Back Office**.
- Click on the **Circulation** drop-down menu option and select **Check Out Items**.
- Click inside the **Find Item** field and type or scan the textbook's barcode. If you typed in the barcode, click on **Go**.
- 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.**

