D.L.M: CREATE AND PRINT PATRON BARCODES BY HOMEROOM

Destiny Library Manager™ allows users with full access to create and print patron barcodes by homeroom

In this tutorial you will learn how to:

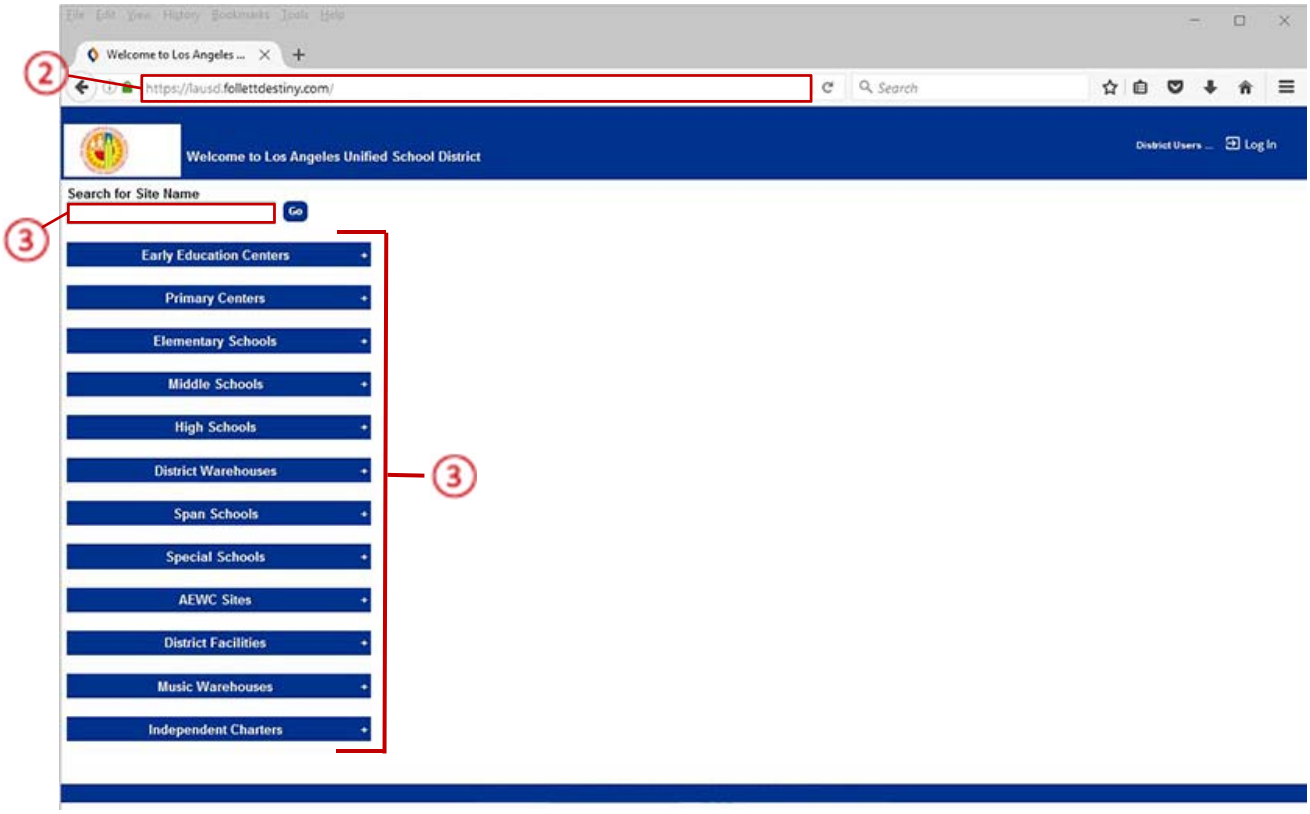
- Create and Print patron barcodes

Requirements:

- PC or MAC
- A web browser such as:
  - *Google* Chrome
  - Internet Explorer
  - *Mozilla* Firefox
  - Safari
- An Internet connection
- An LAUSD Single-Sign On (SSO)

STEP 1: LOGIN TO DESTINY

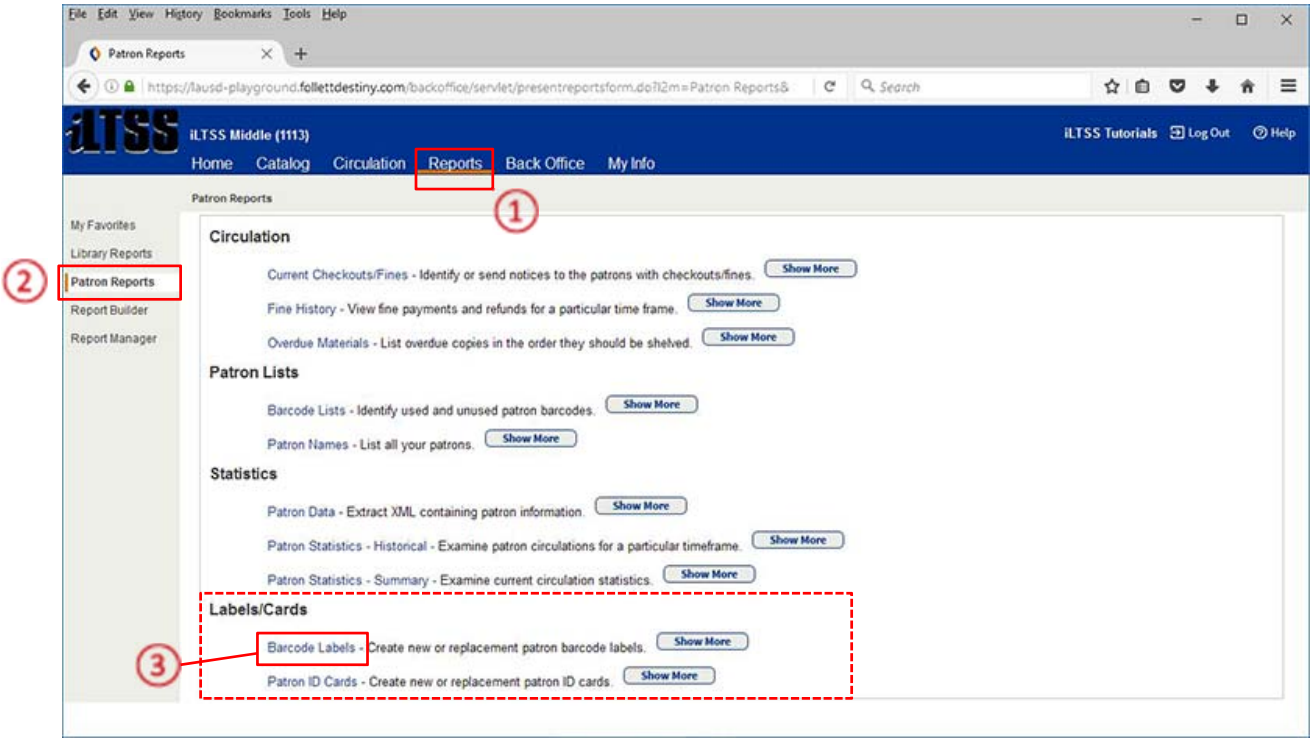
1. Open a web browser
   - *Google* Chrome
   - Internet Explorer
   - *Mozilla* Firefox
   - Safari
2. In the address bar, type the following URL and press the "**Enter**" key on the keyboard:
   - http://lausd.follettdestiny.com
3. There are two (2) ways to find your school:
   a. In the "**Search 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 to your school group *(e.g. Middle School).* Then, find and click on your school's link.



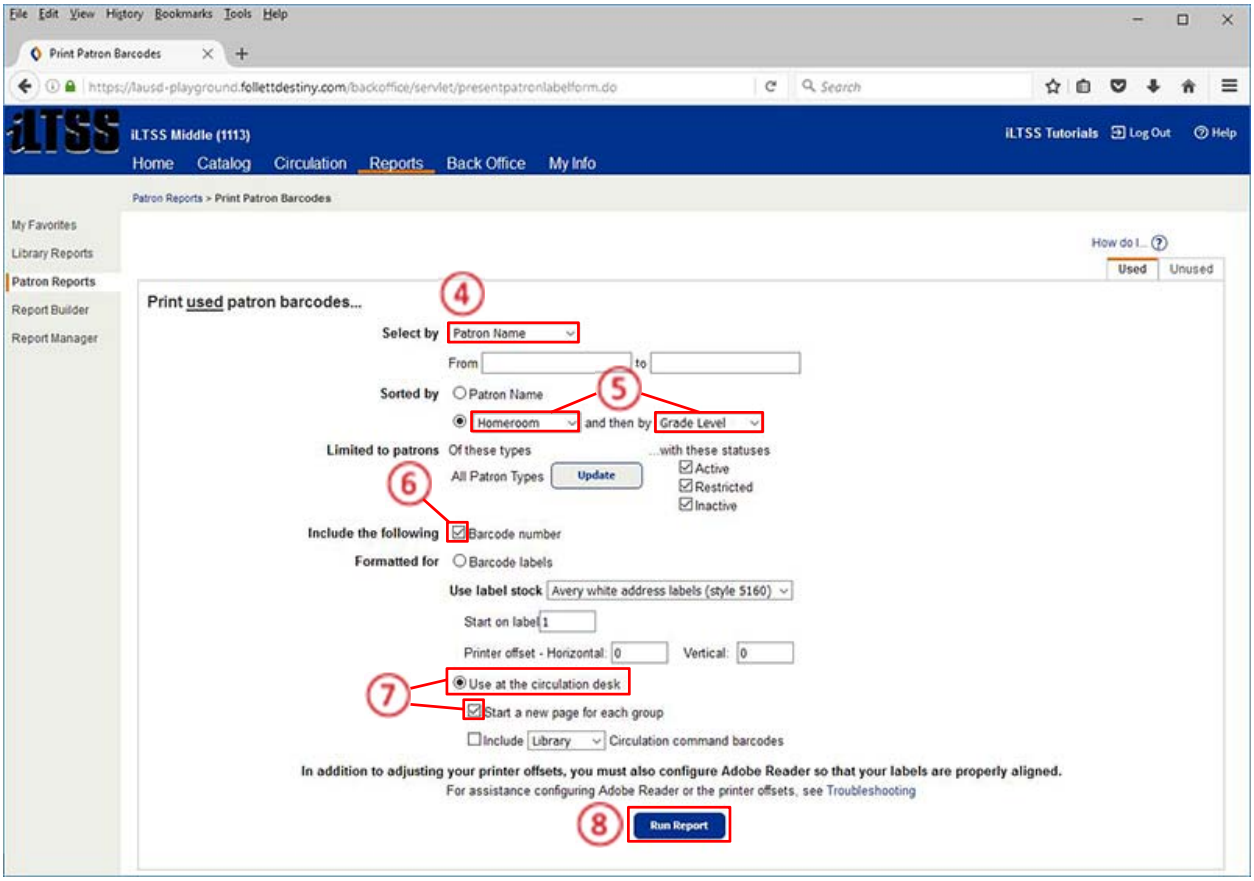
4. On the school's "**Home**" screen, click the "**Log In**" link located on the upper-right corner and enter your username and password to login.

STEP 2: CREATE AND PRINT PATRON BARCODE LABELS

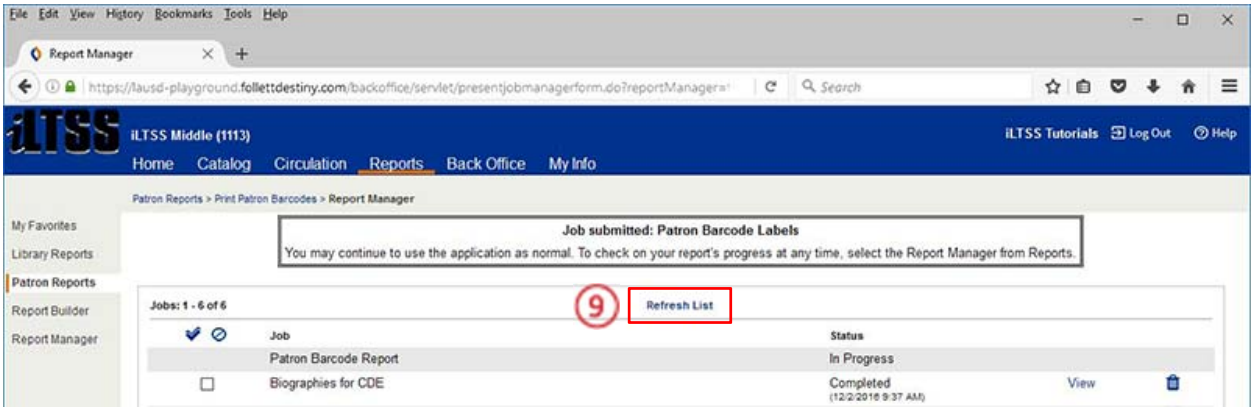
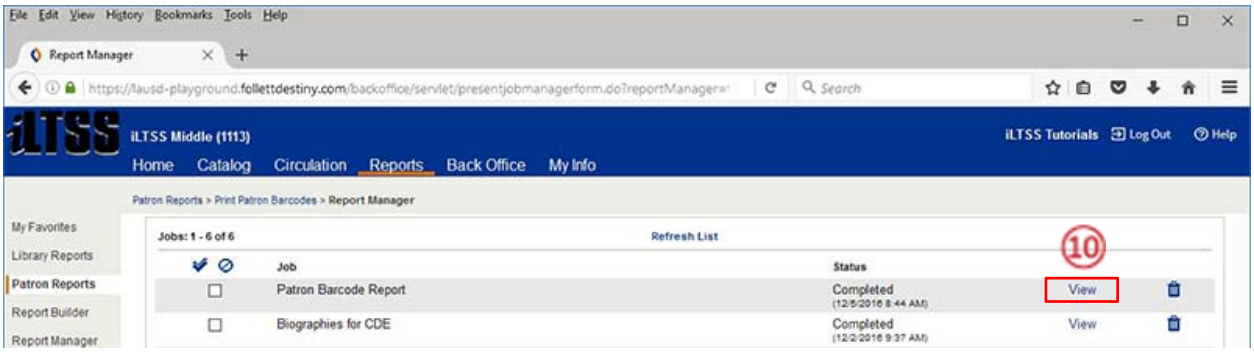
1. From your school's Destiny site, click on the "**Reports**" tab
2. Click on the "**Patron Reports**" link just to the left of the screen
3. Click on the "**Barcode Labels**" link under the heading **Labels/Cards**



4. Set the "**Select by**" field to "**Patron Name**" by clicking on the dropdown arrow
    a. Leave the "**From**" and "**To**" fields blank
5. Under "**Sort by**" click on the second radial button then click on the dropdown arrow and select "**Homeroom**" and then by select "**Grade Level**"
6. Under "**Include the following**" make sure the "**Barcode Number**" box is checked.
7. Under "**Formatted for**" click the radial button "**Use at circulation desk**" and make sure "**Start a new page for each group**" is checked.
8. Click on the "**Run Report**" button. You will be taken to the Report Manager screen.



9. Click on the "**Refresh List**" link to see if your report has completed.



10. Once completed, click on the "**View**" link to view/print the report.