



This step-by-step tutorial will guide the end user on how to Check-Out and Check-In resources in Destiny Resource Manager.

In this tutorial you will learn how to:

- ✱ Download the Follett | Destiny App
- ✱ Login to the Destiny Resource Manage
- ✱ Check-out Resources
- ✱ Check-in Resources

Requirements:

- ✱ Previously trained by iLTSS
- ✱ iPad with iOS 5.1.1 or higher
- ✱ Apple ID
- ✱ LAUSD single-sign on (SSO)

**NOTE:** If you do not have an Apple ID you will need to create one. You can do so without having to use a credit card or other type of payment method at: <https://support.apple.com/en-us/HT204034>

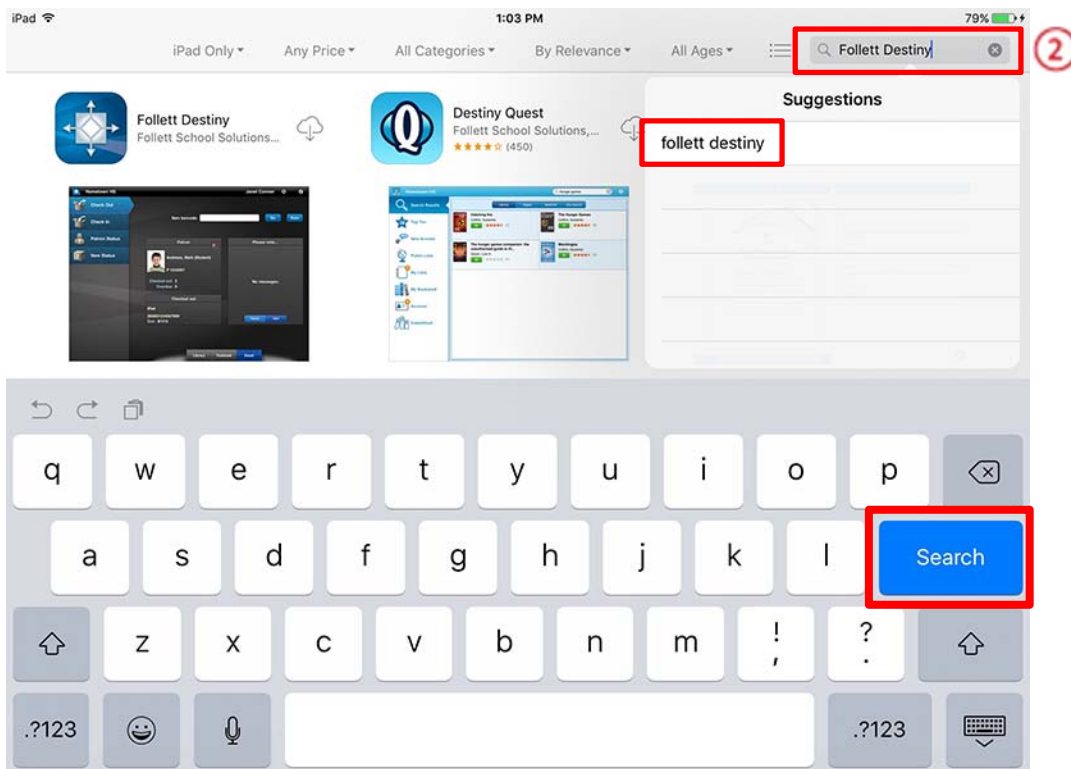
## D.R.M: CHECK-OUT/CHECK-IN

### STEP 1: DOWNLOAD AND SET UP THE FOLLETT DESTINY APP

1. On your iPad, press the “App Store” icon to open the application.



2. In the search field, type in “Follett Destiny” and either select Follett Destiny from the Suggestion/Results box or select Search on the key pad.

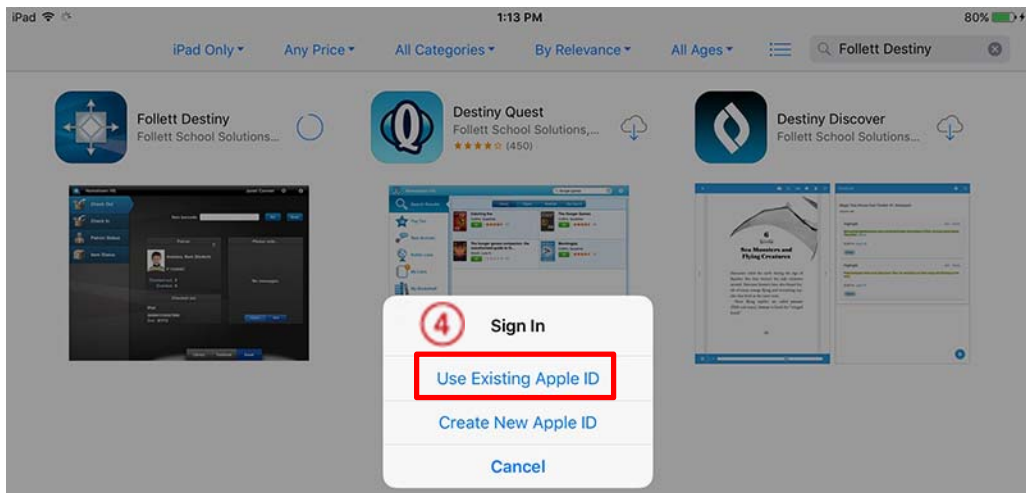


## D.R.M: CHECK-OUT/CHECK-IN

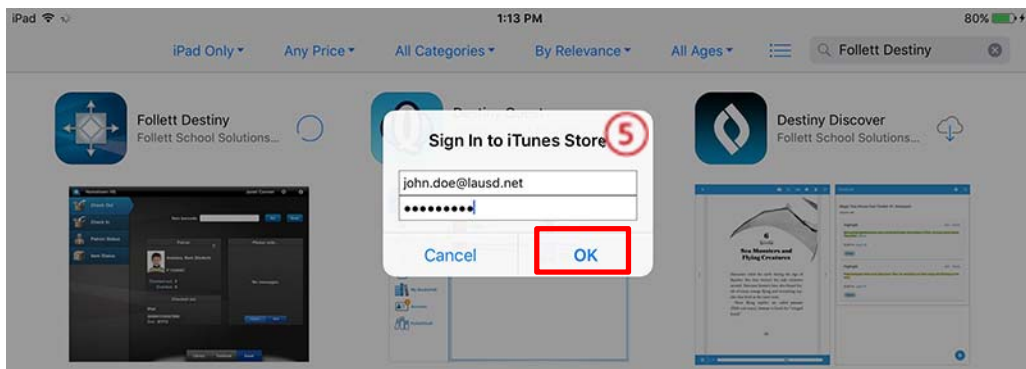
- Depending on your device's iOS version you will need to select the "Get", "Install" or "Cloud" button next to the "Follett Destiny" app. Make sure you are selecting the Follett Destiny App for use with the iPad.



- On the "Sign In" window, select "Use Existing Apple ID" to login. If you do not have one, you can create one at <https://support.apple.com/en-us/HT204034>. This site does not require a credit card or any other form of payment.



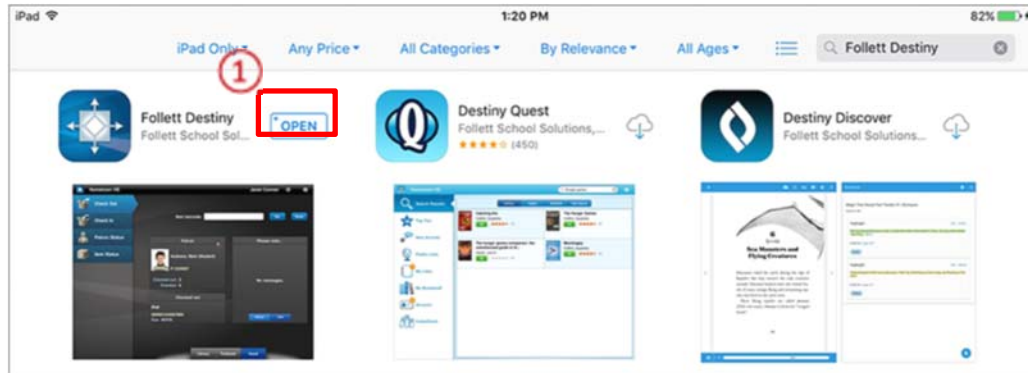
- Type your apple ID and password, then press the "OK" button to initiate the download.



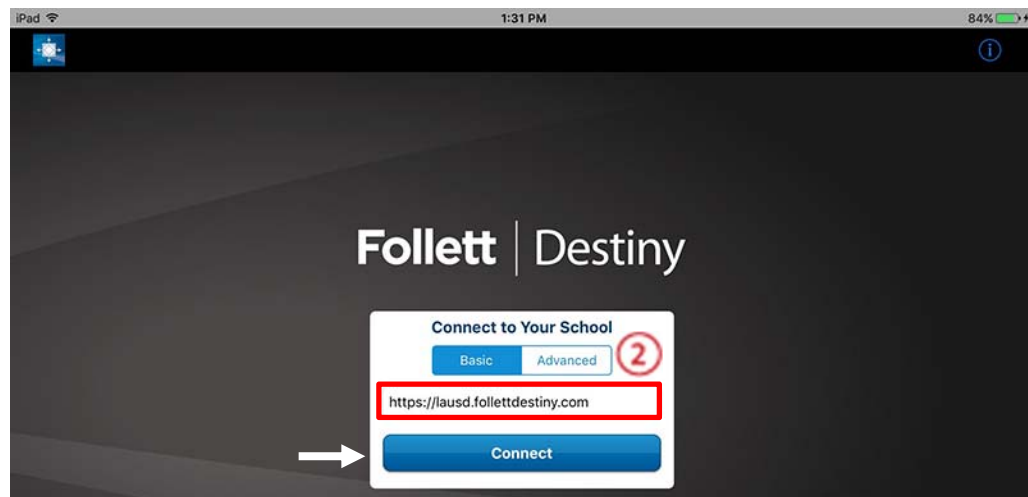
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### STEP 2: LOG IN TO THE APP

1. Once the App has downloaded, select the “Open” button or from the home screen select the “Follett Destiny” icon to launch the application.



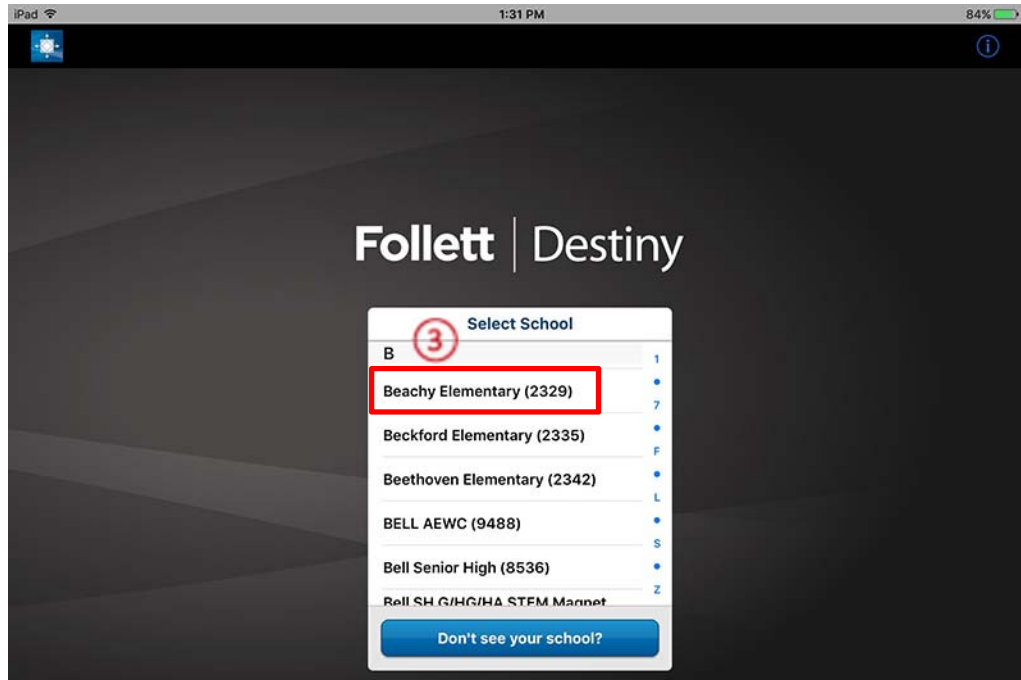
2. The “Connect to your school” window will pop-up. To login, select the “Enter Library URL or IP Address” field and type the following URL: <https://lausd.follettdestiny.com> and press the “Connect” button



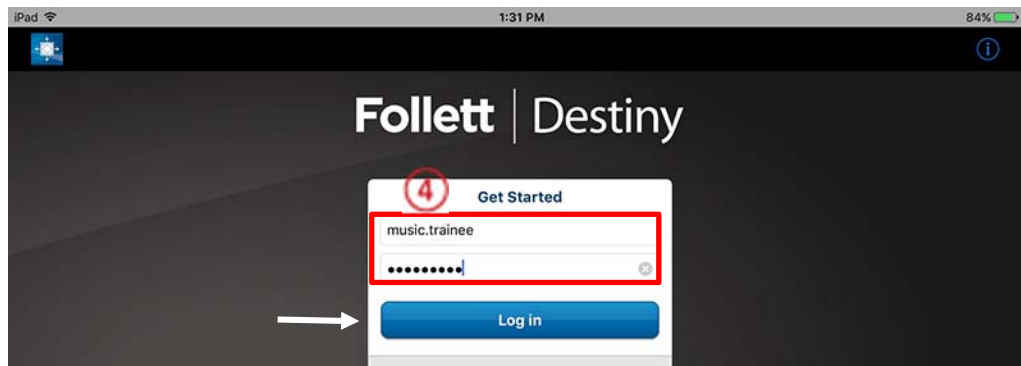
**NOTE:** This step will need to be performed only once when linking the App to your school. Thereafter, all you will need is you SSO

## D.R.M: CHECK-OUT/CHECK-IN

3. Scroll down the list, find your school, and select it to login. You will need SSO to login



4. Enter your "User ID" and the "Password" [your Single-Sign On] and press the Log in button



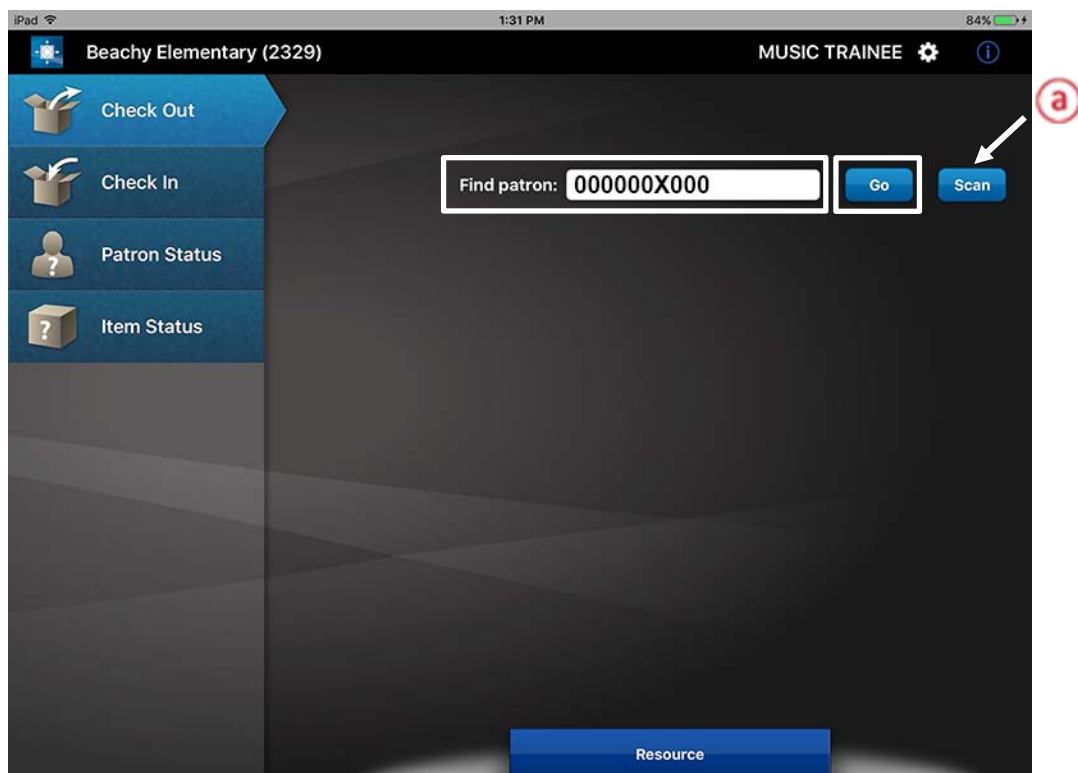
## STEP 3: CHECK OUT ITEMS

By default, the “Check Out” option is selected.

1. There are two methods of searching for a patron to check items out to
  - Method One:
    - a. Select the “Find patron” field and type in the patron’s name or the District ID number
    - b. Press “Go” button. The patron’s info will appear on the screen.

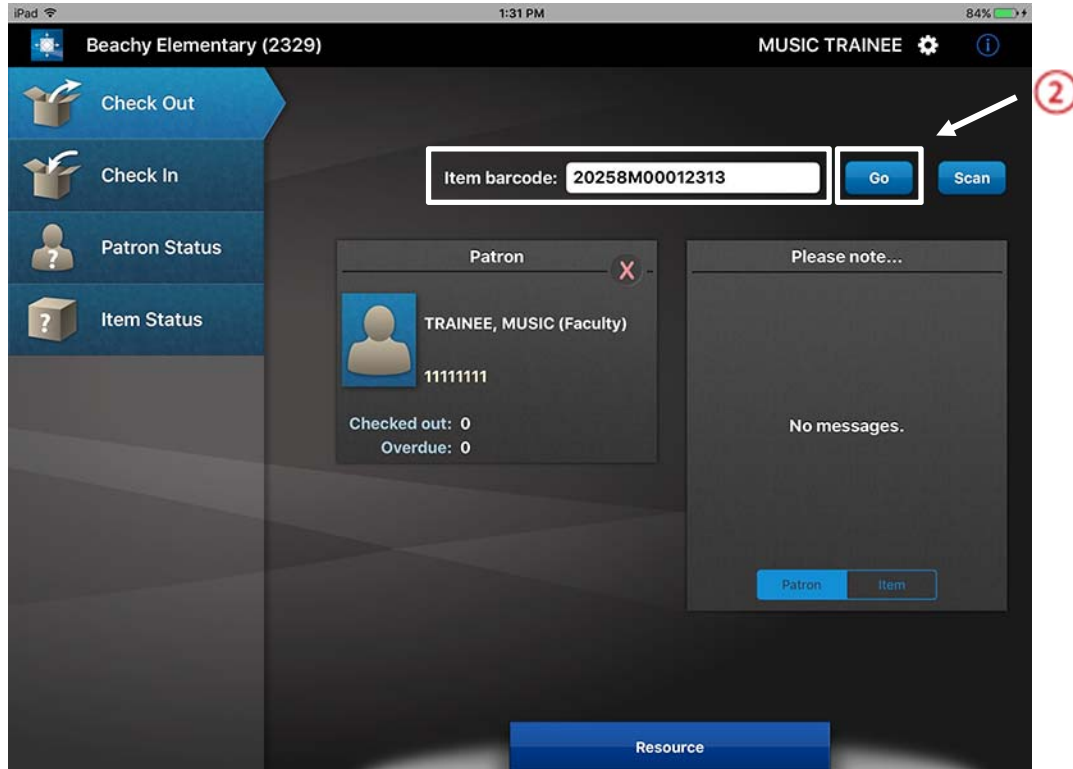
**NOTE:** Currently the Follett Destiny App ONLY searches by patron ID and NOT by name

- Method Two:
  - a. \*Press the “Scan” button. This will activate the internal camera on the device that will be used to scan the barcode
  - b. Place the camera over the barcode, try to fill the screen with the image of the barcode and hold it steady. When in focus, the camera will scan the barcode and take you to a screen that will display the student’s account



## D.R.M: CHECK-OUT/CHECK-IN

2. Select the “**Item barcode**” field and type the barcode ID of the item then press the “**Go**” button or scan the barcode ID of the item. The checked-out item will appear under “**Patron**” box



**NOTE:** To check out an item to another patron you **MUST** first clear the screen of the current student

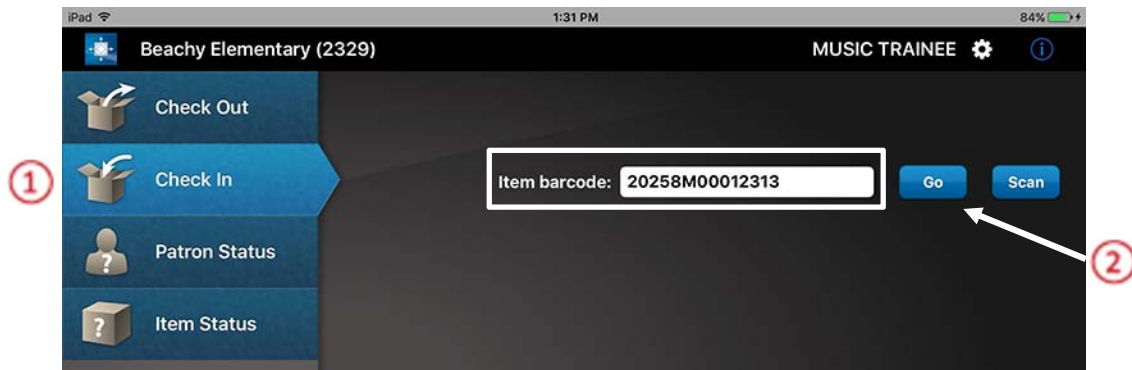
3. Tap on the red “**X**” located on the upper-right corner of the “**Patron**” to clear the student from the screen

## D.R.M: CHECK-OUT/CHECK-IN



### STEP 4: CHECK IN ITEMS

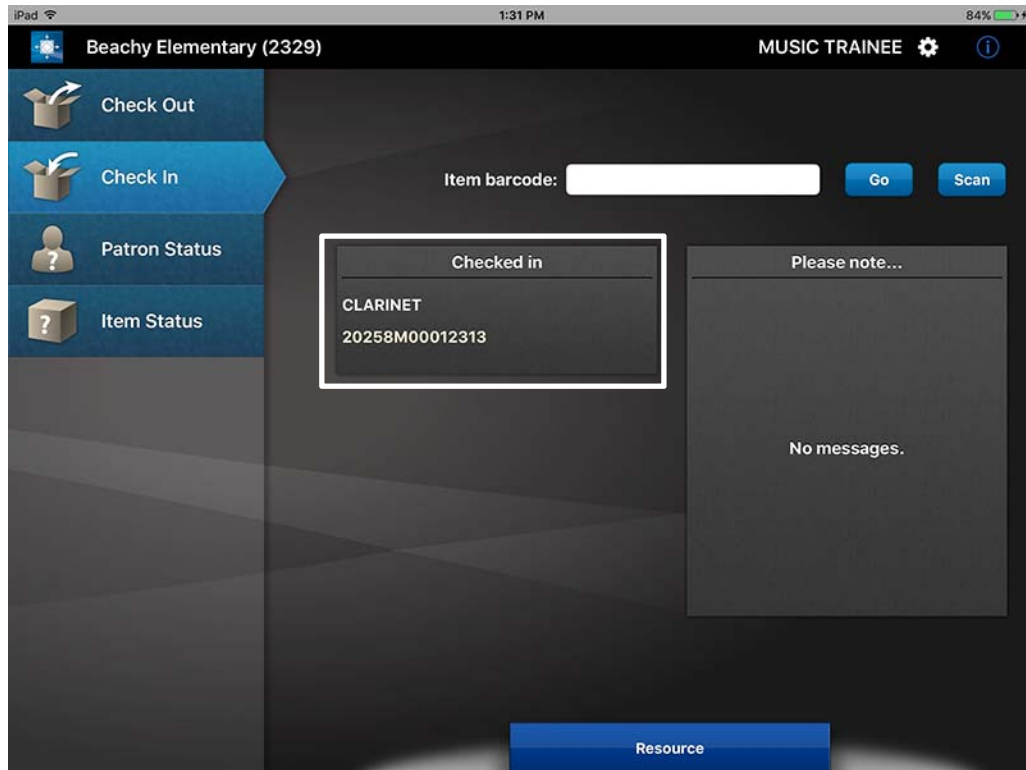
1. Select the "Check-In" option
2. Select the "Item barcode" field and type the barcode ID number of the item then press the "Go" button or scan the item barcode



3. The next screen will display the item(s) check in



## D.R.M: CHECK-OUT/CHECK-IN



**NOTE:** When checking in items from different patrons, simply scan the items. There is no need to clear the patrons being displayed after each scan.

If you are assigned to more than one school, you will need to change school sites every time you go to a different location. You'll need to first log off from the Follett Destiny app then select a different location and log back in with your SSO. Refer to **STEP 2** section 3 in this tutorial