





This tutorial guides users with Full or Limited textbook access in how to check out consumables to students

In this tutorial you will learn how to:





- ✪ Check out consumables to students

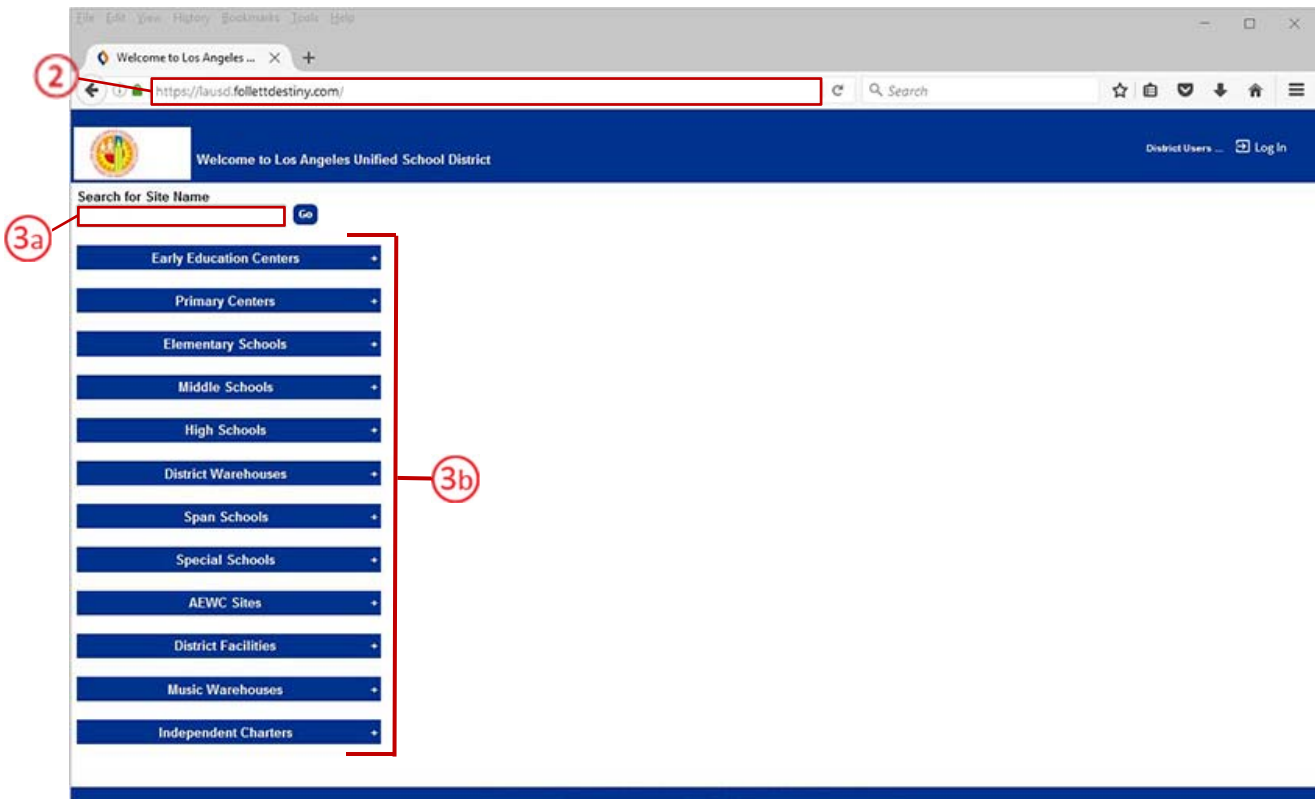
Requirements:

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

D.T.M: CHECKING OUT CONSUMABLES

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 with your school group (*e.g. Middle School*). Then, find and click on your school’s link



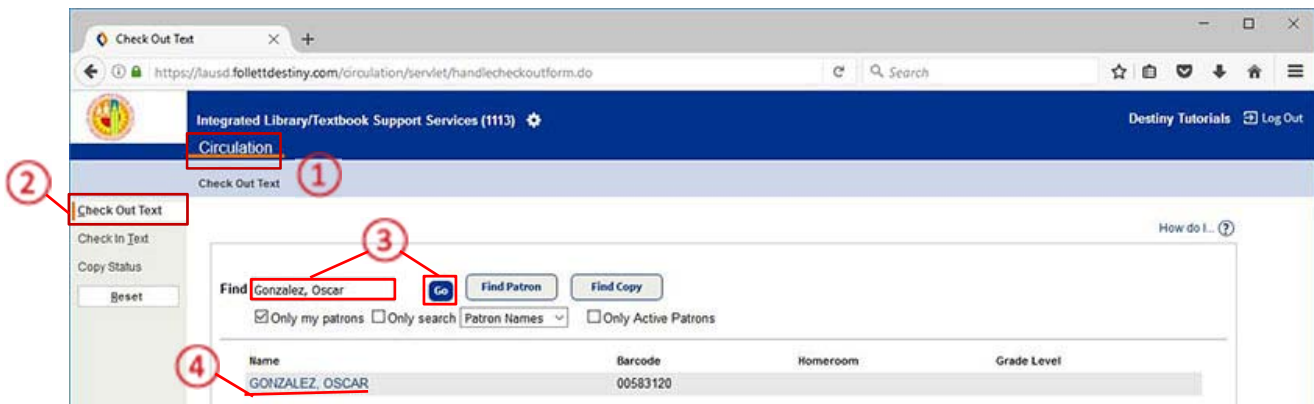
4. On the school’s **Home** screen, click the **Log In** link located on the upper-right corner. Enter your username and password to login.

D.T.M: CHECKING OUT CONSUMABLES

STEP 2: CHECKING OUT CONSUMABLES TO STUDENTS

NOTE: Prior to checking out consumables, the number of available consumables at your school needs to be entered into Destiny. Destiny will account for those consumables that are checked out and will note the remaining number available for check out.

1. Click on the **Circulation** tab located on the top navigation box
2. Click the **Check Out Text** option located on the left-side of the screen
3. Click inside the **Find** field and type or scan the patron's ID. *If the patron's ID was typed in, press the **Enter** key on the keyboard or click the **Go** button to go to the student's record*
4. Click on the patron's name link to go his/her record



5. Click inside the **Find** field. Scan or type in the textbook's ISBN number. *If the ISBN was typed in, press the **Enter** key on the keyboard or click on the **Go** button.* The consumable will appear above the student's name. *(If the consumable is not found, submit a Remedy ticket to have the consumable added to Destiny)*
6. To check out the consumable, click on the **Check out** next to the title
7. To check out to other patrons, click the **Reset** button to clear the screen and repeat steps 3-5

