Destiny Textbook Manager™ allows users with limited access to circulate textbooks to students and staff.

In this tutorial you will learn how to:

- Log in to Destiny Textbook Manager
- Circulate Textbooks to patrons
- Check in Textbooks
- Access the Copy Status option

Requirements:

- PC or MAC
- A web browser such as:

  - *Google* Chrome
  - Internet Explorer
  - *Mozilla* Firefox
  - Safari

- An Internet connection
- An iLTSS username and password

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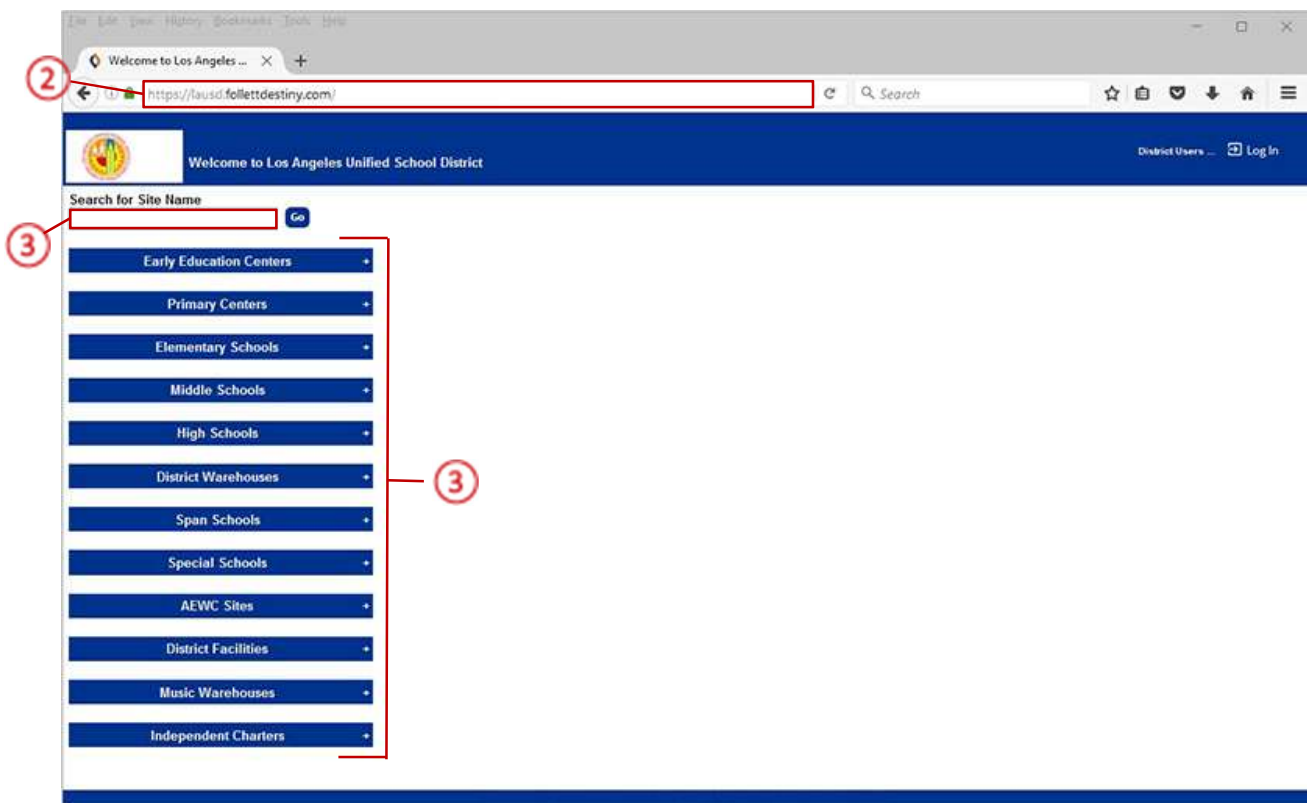
4. On the school's "**Home**" screen, click the "**Log In**" link located on the upper-right corner and enter your username and password to login

STEP 2: CIRCULATING TEXTBOOKS

1. Under the "**Circulation**" tab you will see the following options and sub tabs:

LEFT SIDE – Options	RIGHT SIDE – Sub Tabs
✓ Check Out Text	✓ To Patron
✓ Check In Text	✓ To Teacher
✓ Copy Status	
✓ Reset Button	

2. Make sure the "**Check Out Text**" link is selected
3. Click inside the "**Find**" field and either scan the patron's ID or type the patron's name or ID and click on the "**Go**" button.

NOTE: If the name of the patron was typed in the "Find" field, a list of patrons with the same first name or last name will populate the screen. Click on the patron's name (link) to go to his/her record. If the patron's ID was scanned, the page will load with his/her record.

4. Click inside the "**Find**" field and scan or type the textbook's 14-digit barcode.

NOTE: *If the barcode was typed in, either press the "**Enter**" key on the keyboard or click the "**Go**" button to check the textbook out. The checked out textbook will then appear under the "**Check Out**" section of the patron's record. If the textbook barcode was scanned in, it will automatically appear on the "**Check Out**" section under the patron's information.*

5. Once textbooks are circulated to the patron, click on the "**Reset**" button located on the left-side of the screen to check out textbooks to other patrons and follow bullet points 2 – 3
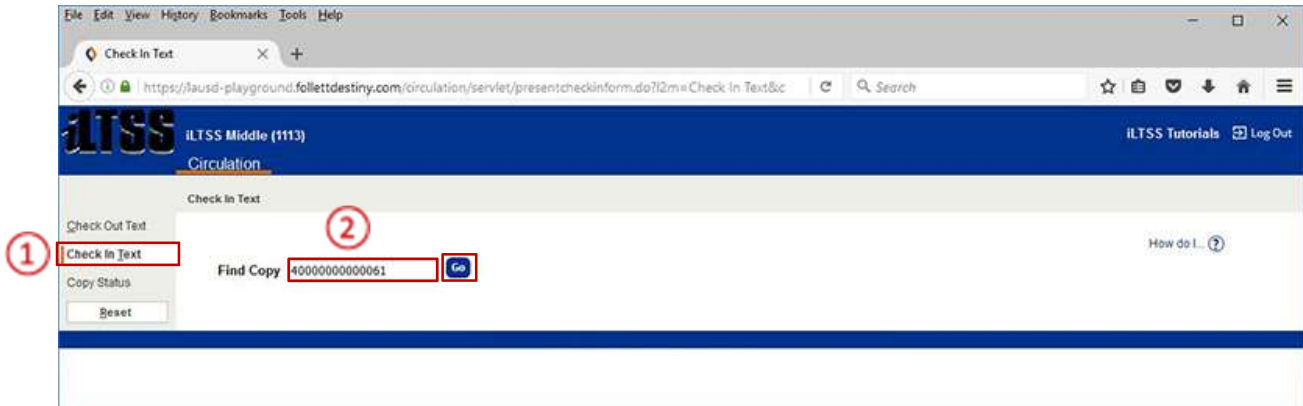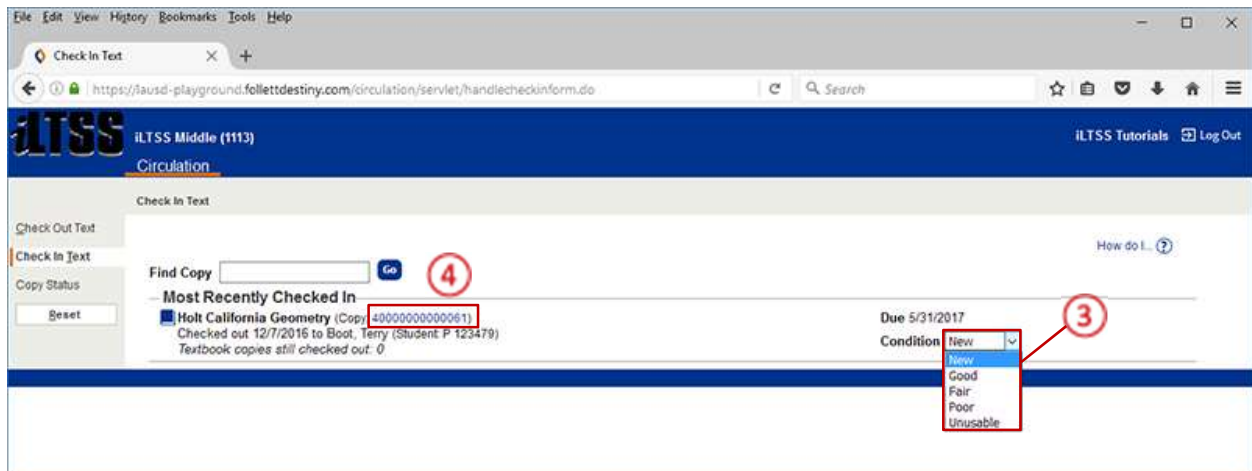
<u>STEP 3</u>: CHECK IN TEXTBOOK

1. Click on the "**Check In Text**" link located on the left-side of the screen
2. Click inside the "**Find Copy**" field, and scan or type the 14-digit textbook barcode

NOTE: *If the barcode number was typed in, either press the "Enter" key on the keyboard or click the "Go" button to check the textbook in*

3. Once the textbook has been checked in, you can update the status of the textbook by clicking on the "**drop-down**" menu under the "**Condition**" by selecting *New*, *Good*, *Fair*, *Poor*, or *Unusable*.
4. The copy status of the textbook can be viewed by either clicking on the "**barcode number**" of the textbook or by clicking on the "**Copy Status**" link located on the left-side of the screen.

STEP 4: COPY STATUS OPTION – *The "Copy Status" option will allow you to view the copy details page*

1. Click on the "**Copy Status**" link located on the left-side of the screen.
2. Click inside the "**Find Copy**" field and scan or type the 14-digit textbook barcode

NOTE: If the barcode was typed in, either press the "Enter" key on the keyboard or click the "Go" button to check the status of the textbook

3. The status of the textbook will appear
4. To clear the screen, click on the "**Reset**" button

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