

This step-by-step tutorial will provide assistance with checking in and checking out resources to patrons.

In this tutorial you will learn how to:

- * Login to Destiny Resource Manager
- **#** Enter a quantity of headsets into Destiny
- Check out resources
- **::** Check in resources

Requirements:

- ** PC or MAC
- **A web browser such as:**
 - Google Chrome
 - Internet Explorer 🬔
 - Mozilla Firefox 🧕
 - Safari
- Destiny Resource Manager Limited Access

- ** An Internet Connection
- ** A Barcode Scanner

Destiny Resource Manager Limited Access For Headsets

LOG IN TO DESTINY

- 1. Open a web browser
 - Google Chrome
 - Internet Explorer
 - Mozilla Firefox 🧃
 - Safari

2. In the address bar, type the following URL: http://lausd.follettdestiny.com and press enter.

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. You will be taken to your site's Destiny home page. Click on **Log In**, located on the top right side of the window.

← → C ∩ o https://lausd.follettdestiny.com/	🖸 🔳 👆 🖸 Q 💿 🐤 🛊 🎫 🚺 (Update :)
Welcome to Los Angeles Unified School District	District Users 🔁 Log In
Search for Site Name	
Early Education Centers +	
Primary Centers +	
Elementary Schools +	
Middle Schools +	
High Schools +	
District Warehouses +	
Span Schools +	
Special Schools +	
District Facilities +	
Occupational/Physical Therapy + Program	

- Faculty and Staff, you will select the LAUSD Faculty/Staff SSO to login, see below. Enter your full LAUSD email e.g. (jane.doe@lausd.net) and password to log in. (Note: if you are already logged into your email account, clicking on the LAUSD Faculty/Staff SSO will automatically log you into Destiny.)
- Individuals granted access to Destiny for a specific site(s) or District level access and assigned a specific User Name and Password, will use the Destiny account log in on the right, see below.



ADDING A QUANTITY OF HEADSETS TO DESTINY

Before you can checkout headsets, you need to first enter a quantity into your Destiny's inventory. This will be a generic number (not the actual number of headsets at your school) used by Destiny in order to be able to assign headsets to students.

- 1. Once logged in, click on the **Catalog** tab.
- 2. Make sure you are on the Search sub-tab.
- 3. Find all, should show ITD Resources
- 4. Where Resources, should show Keyword and Contains.
- 5. Type the word Headsets in the search field
- 6. Click on Search.

NUMP.	Catalog Circulation Reports Admin
	Resource Search
Resource Search	1 Browse Resources Rem Categories
	Search for Resources and Items 4 5 6
	Find all ITD Resources Search
	Where Resource Keyword Contains Headsets Clear
	Limit your search for resources by
	Home Location -All
	Custodian All Custodians Select
	Funding Source - All V
	Department - All V
	Purchase Price Greater than or equal to
	Date Acquired 31 to 31
	Historical Notes Contains V Search
	@2002-2021 Failett School Solutions. Inc. 18.3.0_FC2 228/2021 1.21 PM PST

7. Student Hybrid Headset polySet1 should display. Click on Details

	Catalog Circulation Reports Admin	
	Resource Search > Search Results	
Resource Search		How do I (?)
	Searched "ITD Resources" for any text field "Headsets" [Not what you're looking for? Reline your search]	Printable
	Resources: 1 - 1 of 1 Sort By Resource Name Control Student Hybrid Headset PolySet1 Details	No local items
	Resources: 1 - 1 of 1	

8. Click on Add Item

1000	Catalog Circulation Reports Admin	
	Resource Search > Search Results > "Student Hybrid Headset PolySet1"	
Resource Search		How do I (?) Resource Details Items
	Student Hybrid Headset PolySet1	8
	There are no local items. See all	Add Item
	ITD Resources > Headsets	
	Manufacturer Student Hybrid Headset Model PolySet1 Instructional Classification ITD Headsets (never barcode)	
		Тор

- 9. In the **Number of Items** field, enter **5000**.
- 10. Click on Save.

11. Click Yes for Are you sure you want to add these items?

	Galalog Circulation	nepolis	Authin	
	Resource Search > Search Res	ults > "Student Hybr	id Headset PolySet1" > Add Item	
Resource Search		9	Items will be added: 5,000 Are you sure you want to add these items? Yes No Student Hybrid Headset PolySet1 ITD Headsets (never barcode) 11	How do I ?
	**	lumber of Items	5000	Add historical note
		Status	Available V?	Cancer
		Condition	Usable ~	
		Home Location Custodian	Undefined Select	
		Department	- Undefined Y	
	1	Funding Source	- Undefined V	
		istrict Identifier	•	
		Purchase Price		
		Date Acquired	2/28/2021 31	
		Purchase Order	•	
		Serial Number	·	
		Salvage Value	\$0.00	
		Projected Life	years	

12. Continue on the next page to see directions on how to check out the headsets.

CHECKING OUT ITEMS

- 1. Click on the **Circulation** tab.
- 2. Click on the **Check Out Items** option.
- 3. In the **Find** field, type the student's name and click **Go**. The student's name will show below, proceed to click on the students name to bring up their account. You can also scan the student's barcode (you will not need to click **Go** if you scan the barcode. You will automatically be taken to the student's account.)

The state	Catalog	Circulation	Reports	Admin			
	Check Out It	ems					
Check Out Items							How do I 🕐
Renew	2		3 To	Patron To Department	To Location	By Class	To Teacher
Item Status	Find	<u> </u>	6	Find Patron Find Ite	em		
Patron Status		Only search Patr	on Names V	Only Active Patrons			
		©2002-2021 Follett	School Solution	<u>is, Inc.</u> 18_3_0_RC2 2/25/2	021 2:20 PM PST	5. 	

4. In the **Find** field, type the keyword "**Headset**" and click **Go** or you can scan the barcode shown below.



5. The **Student Hybrid Headset PolySet1** will be displayed along with the button to check out that item to the student. The **Quantity** should be left at 1 (one.) Click on **Check Out** to assign the item to the student.

Check Out Items	(4) How do I (?
Check In Items	To Patron To Department To Location By Class To Teacher
Renew Item Status <u>P</u> atron Status <u>R</u> eset	Find Go Find Patron Find Item Only search Patron Names ✓ Only Active Patrons
	Student Hybrid Headset PolySet1 Check Out Quantity: 1 3 of 5 available ITD Resources > Headsets ITD Resources > Headsets ITD Resources > Headsets
	Kindheart, Luna (Student: 02032019) View Classes 5
	Checked Out Resources: 0 Grade Level
	Overdue Resources: 0 Homeroom
	Only today's check outs
	There are no items checked out to this patron

6. The item will show as **Checked Out** to the student. Proceed to click on **Reset** to continue to check out items to other students.

Check Out Items	
Check In Items	How do I (?)
Renew	To Patron To Department To Location By Class To feacher
Item Status	
Patron Status	Find Go Find Patron Find Item
<u>R</u> eset	Only search Patron Names V Only Active Patrons
1	Kindheart, Luna (Student: 02032019)
	Checked Out Resources: 1 Grade Level
	Overdue Resources: 0 Homeroom
6	Only today's check outs
	Checked Out
	Student Hybrid Headset PolySet1 Due Unlimited
	- Items Out