



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

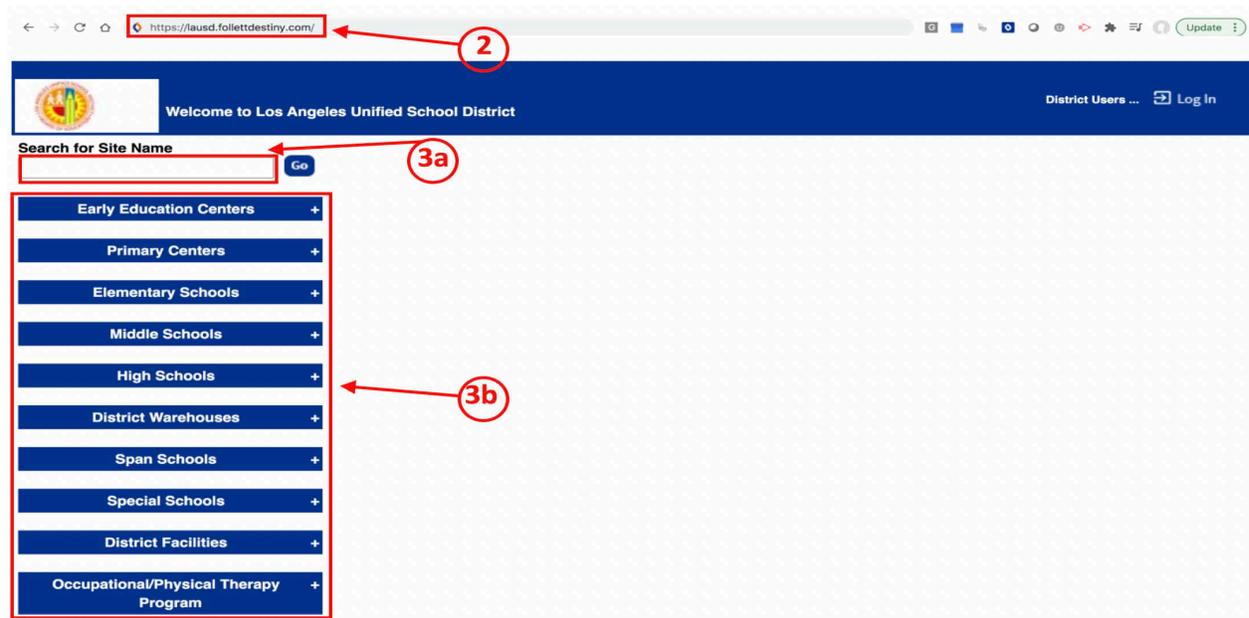
1. Open a web browser

- Google Chrome 
- Internet Explorer 
- Mozilla Firefox 
- Safari 

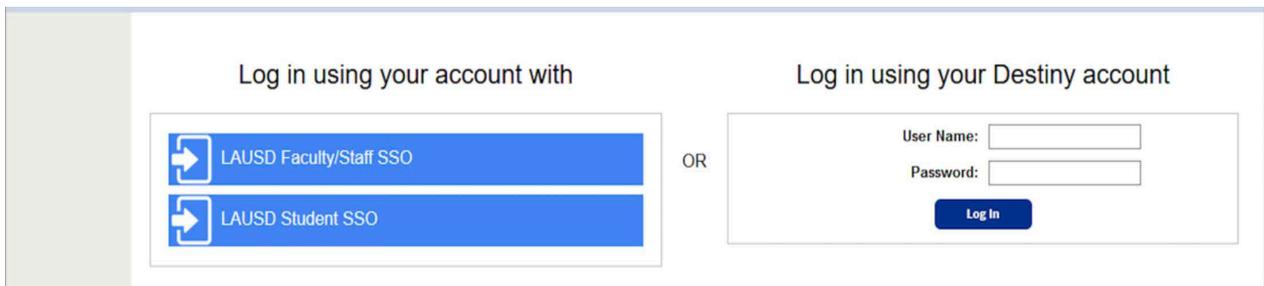
2. In the address bar, type the following URL: **http://lausd.follettdestiny.com** and press enter.

3. There are two (2) ways to find your school:

- 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
- 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.



- 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.



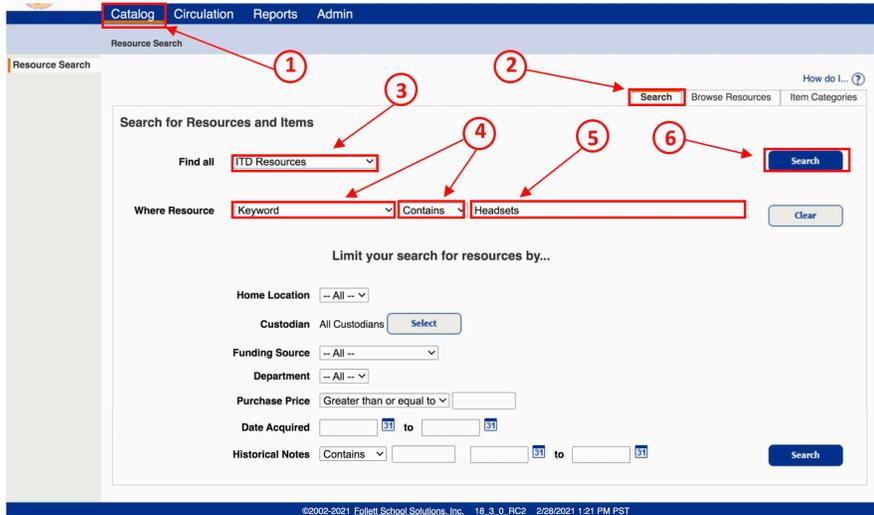
The screenshot shows two login options. On the left, under the heading 'Log in using your account with', there are two blue buttons: 'LAUSD Faculty/Staff SSO' and 'LAUSD Student SSO'. In the center, the word 'OR' is displayed. On the right, under the heading 'Log in using your Destiny account', there is a form with 'User Name:' and 'Password:' labels, each followed by a text input field. Below the input fields is a blue 'Log In' button.

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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**.



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



8. Click on Add Item



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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?

Resource Search > Search Results > "Student Hybrid Headset PolySet1" > Add Item

How do I... ?

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)

*Number of Items

Status Available

Condition Usable

Home Location -- Undefined --

Custodian Undefined

Department -- Undefined --

Funding Source -- Undefined --

District Identifier

Purchase Price

Date Acquired 2/28/2021

Purchase Order

Serial Number

Salvage Value \$0.00

Projected Life years

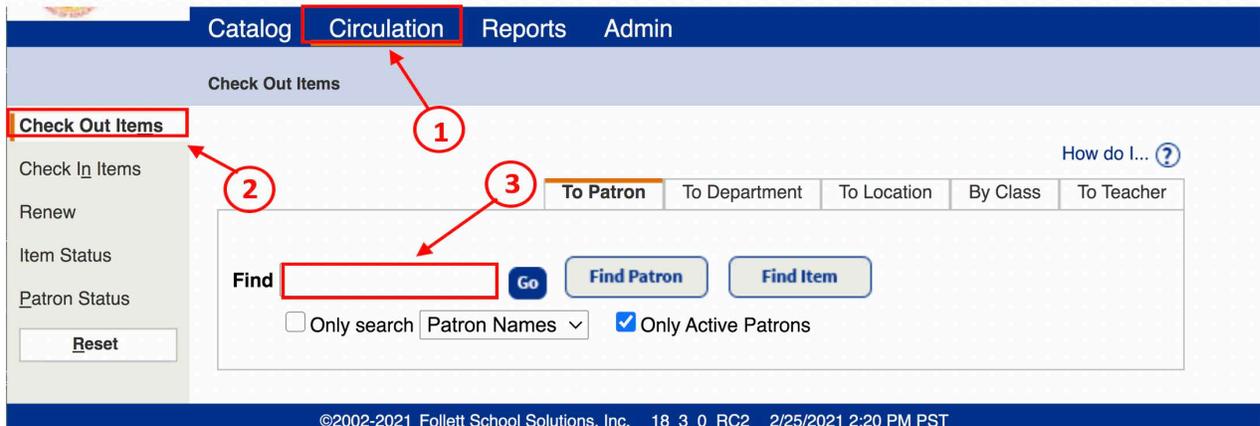
Add historical note

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

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CHECKING OUT ITEMS

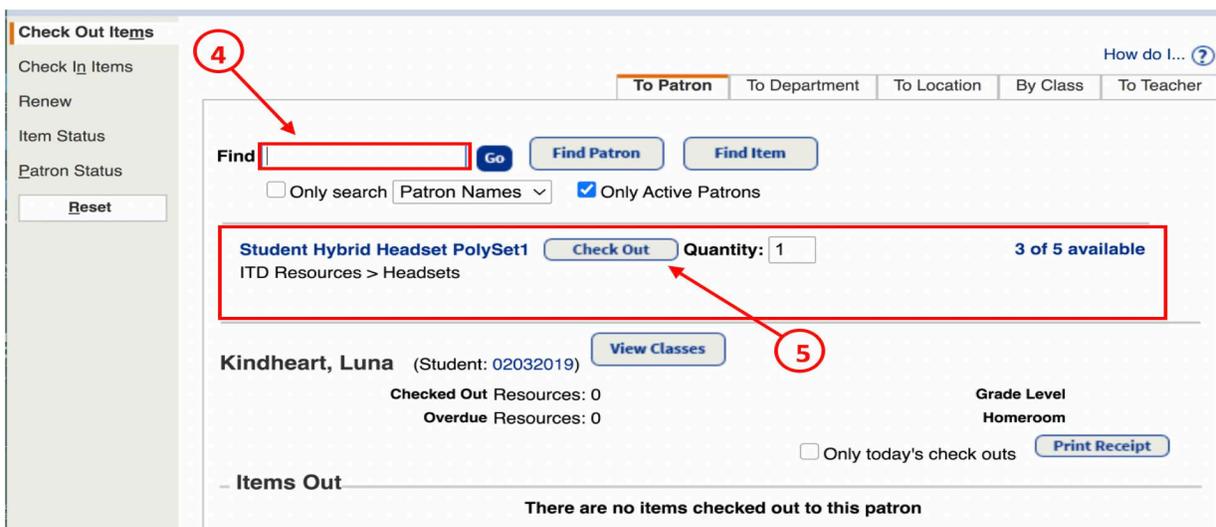
1. Click on the **Circulation** tab.
2. Click on the **Check Out Items** option.
3. In the **Find** field, type the student's name and click **Go**. The student's name will show below, proceed to click on the student's name to bring up their account. You can also scan the student's barcode (you will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



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.



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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.

The screenshot displays the Destiny Resource Manager interface. On the left sidebar, the 'Check Out Items' section is active, and the 'Reset' button is highlighted with a red box. A red circle containing the number '6' is positioned below the sidebar, with an arrow pointing to the 'Checked Out' status of an item in the main content area. The main content area shows a search for 'Kindheart, Luna' (Student: 02032019). The search results indicate 'Checked Out Resources: 1' and 'Overdue Resources: 0'. The item 'Student Hybrid Headset PolySet1' is listed as 'Checked Out' with a 'Due Unlimited' status. A red box highlights this item. The interface also includes a 'Find' search bar, 'Find Patron' and 'Find Item' buttons, and a 'Print Receipt' button.