





Destiny Resource Manager Limited Access For Headsets

LOG IN TO DESTINY

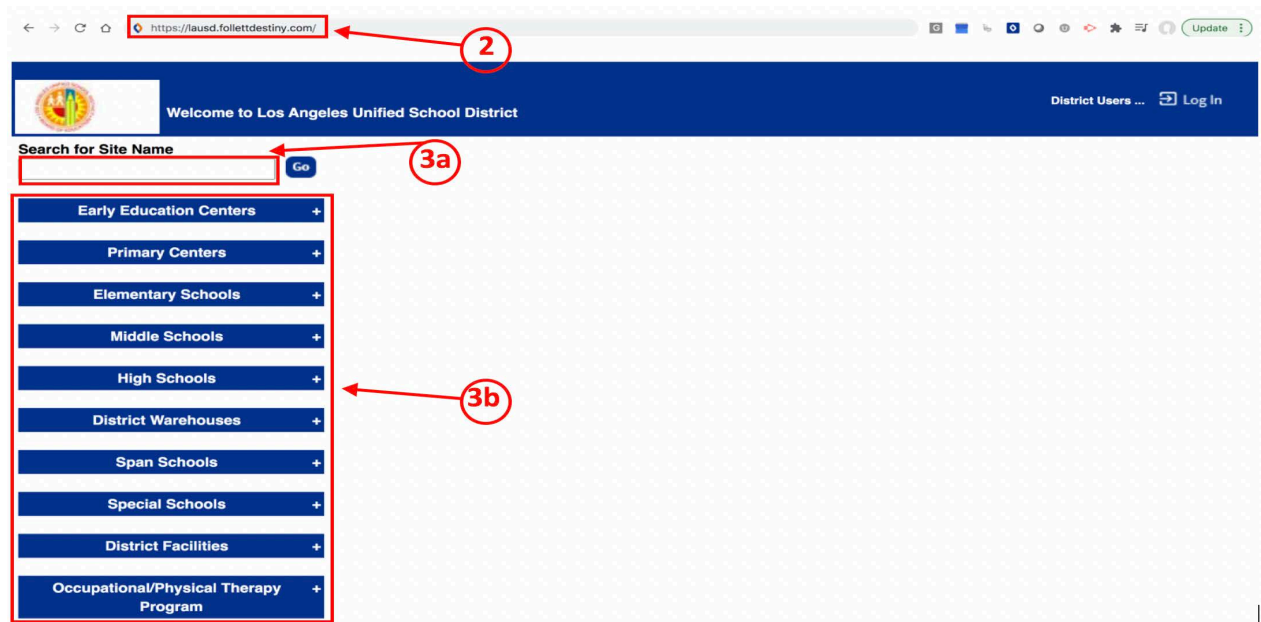
1. Open a web browser

- Google Chrome 
- Internet Explorer 
- Mozilla Firefox 
- Safari 

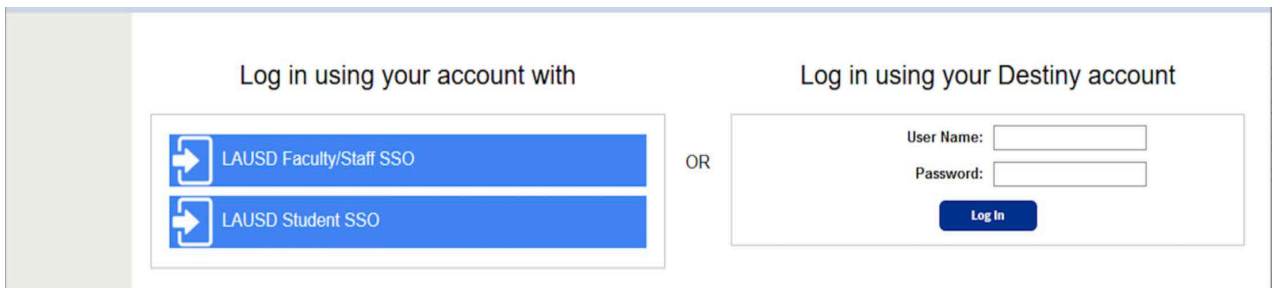
2. In the address bar, type the following URL: **http://lausd.follettdestiny.com** and press enter.

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.



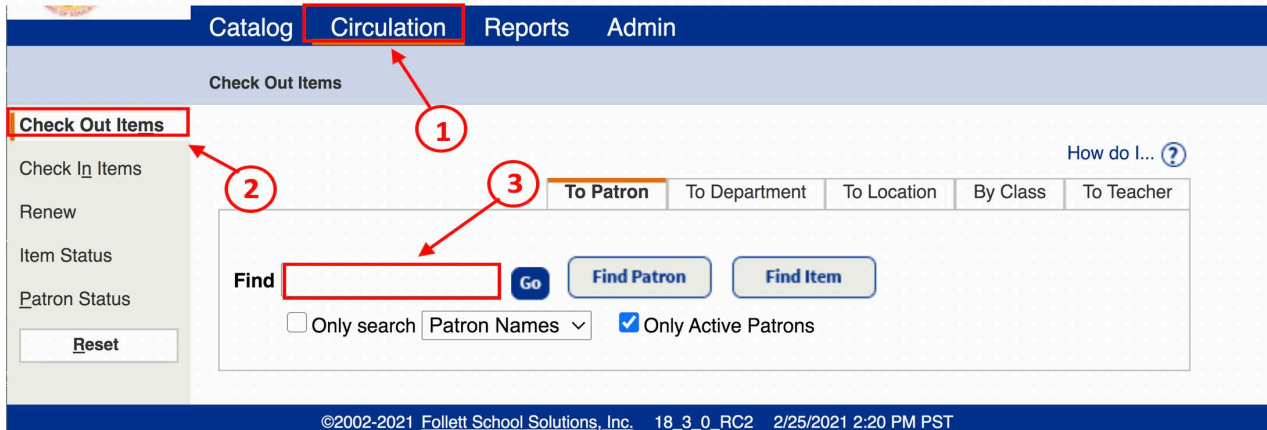
- Faculty and Staff, you will select the LAUSD Faculty/Staff SSO to login, see below. Enter your full LAUSD email e.g. (jane.doe@lausd.net) and password to log in. (Note: if you are already logged into your email account, clicking on the LAUSD Faculty/Staff SSO will automatically log you into Destiny.)
- 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.



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CHECKING OUT ITEMS

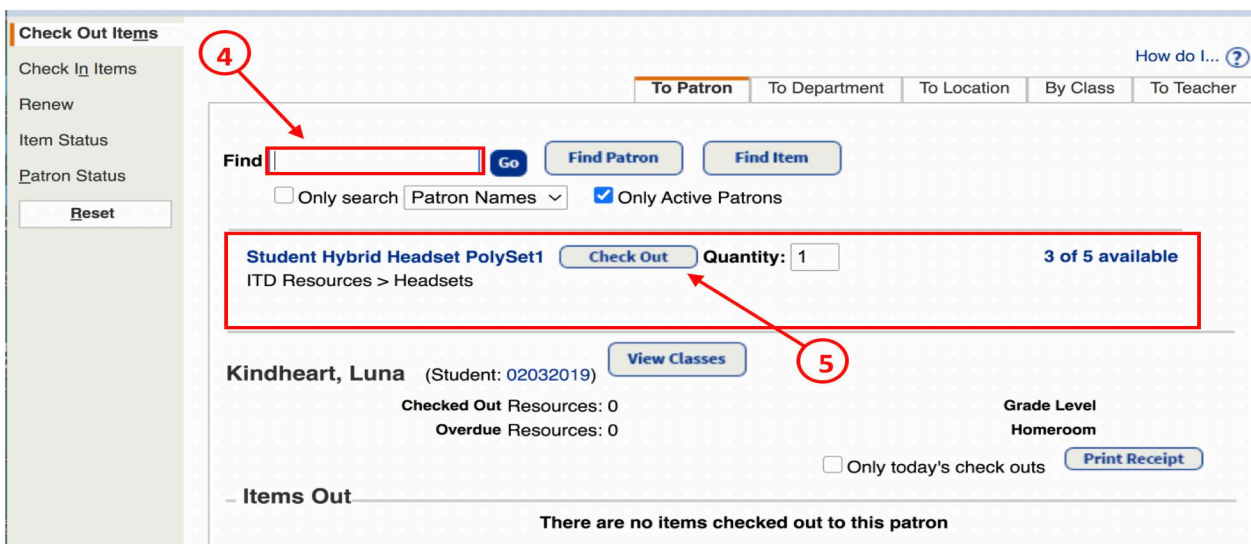
1. Click on the **Circulation** tab.
2. Click on the **Check Out Items** option.
3. In the **Find** field, type the student's name and click **Go**. The student's name will show below, proceed to click on the student's name to bring up their account. You can also scan the student's barcode (you will 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 arrow points from a red circle containing the number '6' to the 'Checked Out' status of an item in the main content area. The main content area shows the profile for 'Kindheart, Luna' (Student: 02032019) with 'Checked Out Resources: 1' and 'Overdue Resources: 0'. A table below lists the checked-out items, with one item highlighted in a red box:

Checked Out	Grade Level	Homeroom
Student Hybrid Headset PolySet1		

The 'Due Unlimited' status is also visible for the checked-out item. Other interface elements include search filters (To Patron, To Department, To Location, By Class, To Teacher), search buttons (Find Patron, Find Item), and a 'Print Receipt' button.