This tutorial will guide individuals with full access to Destiny Library Manager through the recommended steps to add titles into their library’s collection. **It is important that prior to adding a title, an attempt to add a copy to an existing title record in Destiny is first made.**

In this tutorial you will learn how to:

- Log in to the Destiny Manager
- Add Titles

Requirements:

- Full access to Destiny Library Manager
- PC or MAC (Desktop or Laptop)
- A web browser such as:
  - Chrome
  - Explorer/Edge
  - Firefox
  - Safari
- An Internet connection
- An LAUSD Single-Sign on
**STEP 1: LOGIN TO DESTINY**

1. Open a web browser
   - Chrome
   - Explorer/Edge
   - 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: CHECK FOR TITLE RECORD IN DESTINY

Start by checking Destiny for a title record. If the title record exists, then you can simply add a copy. If multiple copies display, verify the information of each and select the one that is most accurate. If no title record is available then you can proceed to add the title.

1. Click on the “Catalog” tab located on the navigation bar at the top
2. If not selected, click the “Library Search” option from the menu on the left-side of the screen
3. Click on the “Number” sub tab on the right.
4. Click on the “Find” drop-down menu and select “ISBN” from the list
5. Click on the “Location” drop-down menu. Select “Los Angeles Unified School District” from the list
6. In the blank field, scan or type the ISBN of the book. NOTE: Check the verso page for another ISBN. Barnes & Noble as well as other vendors such as Follett, Scholastic, PermaBound, etc. will print their own ISBNs on the back cover and these will never bring up a record. Adding these ISBNs will create many inappropriate records in the database. It is also advised to perform a title search when the ISBN does not show any results.

NOTE: If you typed in the ISBN, click on the “Go” button

See below. Once assured that there is no title record, you can proceed to Add Title
**STEP 3: ADD TITLE**

1. Click on "Catalog"
2. Select "Add Title"
3. Use the drop down menu to select "Books"
4. If not already there, use the drop down menu to select "ISBN"
5. Type or scan the book's ISBN. (If the ISBN is typed, click on "Go")

6. When this screen shows, wait for a bit as Destiny searches the Z-Source (from Library of Congress.) If nothing shows, click on "Get Z-Results."

7. There will usually be a result that shows with a lightning bolt but **ALWAYS** select the A+ record. **IF** there is no A+ record, then select the Lightning Bolt record.

8. Click on the "Details" link.
9. Click on "Add Copy"

*Now that the title has been added you are able to add your copy to this title record.*

10. If an A+ record or a Lightning Bolt record does not display, create an Online Service Request to have ILTSS add the title record to Destiny.