Destiny Library Manager allows users with full access to email notices listing their students' current checkouts, fines, and overdue materials to Homeroom teachers.

In this tutorial you will learn how to:

- Login to Destiny Library Manager
- Create a Report of student checkout
- Send notice to homeroom teachers' email

Requirements:

- PC or MAC
- A web browser such as:
  - Chrome
  - Explorer/Edge
  - Firefox
  - Safari
- Full Access to Destiny Library Manager
- An Internet connection
- An LAUSD Single-Sign on
DLM: EMAIL CURRENT CHECKOUT/FINES NOTICES TO HOMEROOM TEACHERS

STEP 1: LOGIN TO DESTINY

1. Open a web browser

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 with 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. Enter your username and password to login.
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STEP 2: CREATING THE REPORT

1. Click the Reports tab.
2. Click the Library Reports option located on the left-side of the screen.
3. On the Circulation section of the page, click the Current Checkouts/Fines link.
STEP 3: FORMAT

1. Make sure the Checked Out/Overdue Materials checkbox is checked.
2. Select the All that are checked out radial button.

NOTE: You can also choose to send an email to include either All that are currently overdue or That are due from and select a date range by selecting these options.

3. Uncheck the following checkboxes:
   - Resources Assigned to a Custodian
   - Unpaid Textbook Fines
   - Unpaid Resource Fines
   - Unpaid Patron Fines

4. Leave the Unpaid Library Fines checkbox checked.
5. On the Format section of the page, select the Email to Homerooms radial button.
6. Click the Continue button.
STEP 4: LIMIT

1. On the **Limit the results to...** section, click the **Update** button.

2. On the **Select Patron Types...** screen, uncheck the **Contractor** checkbox.

3. Click the **OK** button to go back to the **Limit** page.
4. Leave the **Graduating in** checkbox unchecked.
5. Only the **Active** checkbox should be checked.
6. Uncheck the **Textbooks** and **Resources** checkboxes.
7. Check the box next to **The materials my patrons...**
8. Click the **Continue** button to go to the Details page.
3. DETAILS

1. Once on the Details screen, scroll down to the Also Display... section and uncheck the Cover Image option.

2. On the Send To All Homerooms option, click on Update to specifically select the homeroom(s) to whom you want to send email notices.

3. The Display name option, by default, will indicate Destiny you can select the name that will show in the email, as sent from.

4. The Email field shows do_not_reply@follett.com by default, do not change this.

5. On the Also Display... section, place a check on: Title for library materials, Price of checked out/overdue materials, Barcode, Grade Level, and Homeroom.

6. Click on Run Report

7. Once completed, in the Job Manager, click the View link to see the job summary. Note: the job summary will provide information on the following: email notices attempted, email notices sent, email notices failed, and email notices skipped.