Destiny Library Manager™ allows users with full access to create and print patron barcodes by homeroom.

In this tutorial you will learn how to:

- Create and Print patron barcodes

Requirements:

- PC or MAC
- A web browser such as:
  - Google Chrome
  - Internet Explorer
  - Mozilla Firefox
  - Safari
- An Internet connection
- An LAUSD Single-Sign On (SSO)
**STEP 1: LOGIN TO DESTINY**

1. Open a web browser
   - Google Chrome
   - Internet Explorer
   - Mozilla 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: CREATE AND PRINT PATRON BARCODE LABELS

1. From your school’s Destiny site, click on the “Reports” tab
2. Click on the “Patron Reports” link just to the left of the screen
3. Click on the “Barcode Labels” link under the heading Labels/Cards
4. Set the “Select by” field to “Patron Name” by clicking on the dropdown arrow
   a. Leave the “From” and “To” fields blank

5. Under “Sort by” click on the second radial button then click on the dropdown arrow and select “Homeroom” and then by select “Grade Level”

6. Under “Include the following” make sure the “Barcode Number” box is checked.

7. Under “Formatted for” click the radial button “Use at circulation desk” and make sure “Start a new page for each group” is checked.

8. Click on the “Run Report” button. You will be taken to the Report Manager screen.
9. Click on the “Refresh List” link to see if your report has completed.

10. Once completed, click on the “View” link to view/print the report.