In this tutorial you will learn how to:

- Login to Destiny Library Manager
- Setup a library inventory

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
**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.
STEP 2: Setup an inventory

1. Click the Back Office tab.
2. Click the Inventory option located on the left-side of the screen.
3. Click on Start New

4. In the Inventory Name field, enter "Full Inventory" and the appropriate school year 2019-2010 SY.
5. Leave the fields for Call Numbers from empty and do not update the Circulation Types or the Sublocations.
6. Enter a criteria date to address "unaccounted for" materials. It should be a date between the start of the current school year and the present date.
7. Click on OK. You will be asked if you are sure you want to start a new inventory, click YES.
8. NOTE: When you have completed the inventory, submit an Online Service Request to have ILTSS finalize the inventor for you. DO NOT DELETE ANY COPIES.