Destiny Resource Manager™ allows users with full access to the Destiny Resource Manager to change the home location of an instructional device.

In this tutorial you will learn how to:

✦ Change the home location of a resource

Requirements:

✦ PC or MAC
✦ A web browser such as:
  • Google Chrome
  • Internet Explorer
  • Mozilla Firefox
  • Safari
✦ Destiny Resource Manager Full Access
✦ An Internet connection
✦ An LAUSD Single-Sign on
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: CHANGE THE HOME LOCATION**

Once logged in, Destiny will default to the “Catalog” tab

1. Click on the “Update Resources” option,

**NOTE:** Be sure that you are working under the “Individual Update” sub-tab.

2. Click on the “Resource Barcode” field and either type or scan the resource barcode number
3. Click on the “Select Item” drop down menu and select the “Home Location” option from the list
4. Click on the “to” drop down menu and select a new home location from the list
5. At the bottom of the page, you will see the “Add Historical Note” field. Per the CCTP group, this field will **ONLY** be used for students who are not currently showing in Destiny (e.g., new students to the District). If and when you encounter this, please input the following information into the field:
   - Patron’s name (Last name, First name)
   - Birthdate (mm/dd/yyyy)
   - Grade level (Grade 8)

   Example: Doe, John, 02/20/2004, Grade 8

6. Once all the information has been entered, click on the “Update” button
7. A “Most Recently Updated” note will appear at the bottom of the screen. To check the history and verify that the changes were made, click on the “barcode number link” of the resource, which will take you to the “Item Status” page.

8. On the Item Status page, you will see the changes made to the “Home Location” and the “Historical Notes”.