This tutorial guides users with Full or Limited textbook access in how to check out consumables to students.

In this tutorial you will learn how to:

- Check out consumables to students

Requirements:

- PC or MAC
- A web browser such as:
  - Google Chrome
  - Internet Explorer
  - Mozilla Firefox
  - Safari
- Full or Limited Textbook Access
- 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 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: CHECKING OUT CONSUMABLES TO STUDENTS

**NOTE:** Prior to checking out consumables, the number of available consumables at your school needs to be entered into Destiny. Destiny will account for those consumables that are checked out and will note the remaining number available for check out.

1. Click on the Circulation tab located on the top navigation box
2. Click the Check Out Text option located on the left-side of the screen
3. Click inside the Find field and type or scan the patron’s ID. If the patron’s ID was typed in, press the Enter key on the keyboard or click the Go button to go to the student’s record
4. Click on the patron’s name link to go his/her record

5. Click inside the Find field. Scan or type in the textbook’s ISBN number. If the ISBN was typed in, press the Enter key on the keyboard or click on the Go button. The consumable will appear above the student’s name. (If the consumable is not found, submit a Remedy ticket to have the consumable added to Destiny)
6. To check out the consumable, click on the Check out next to the title
7. To check out to other patrons, click the Reset button to clear the screen and repeat steps 3-5

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