Destiny Textbook Manager allows users to create and print replacement barcode labels for textbooks.

In this tutorial you will learn how to:

- Log in to Destiny Textbook Manager
- Replace damaged textbook barcode label(s)
- Replace missing textbook barcode label(s)

Requirements:

- PC or MAC
- A web browser such as:
  - Chrome
  - Explorer/Edge
  - Firefox
  - Safari
- iLTSS Textbook barcodes
- 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: SCENARIO 1 – BARCODE LABEL IS DAMAGED, BUT STILL LEGIBLE AND/OR SCANNABLE

This will ensure the copy number is not still assigned to a student’s record.

1. Click the Circulation tab located on the top navigation.
2. Click the Check In Text option located on left-side of the screen.
3. Click inside the Find Copy field and either scan or type in the 14-digit barcode number of the textbook. If you typed in the barcode number, click the Go button.

4. Click the Catalog tab located on the top navigation.
5. Click the Textbook Search option located on the left-side of the screen.
6. If not selected, click the Basic sub-tab located on the right-side of the screen.
7. Click on the Find dropdown menu and select Barcode from the list.
8. Click inside the Find field and scan or type the 14-digit barcode number of the textbook. You will be taken to the Copies sub-tab for the title of the book you are re-barcoding.

NOTE: If the ISBN was typed in, either press the Enter key on the keyboard or click the Go button.
NOTE: if you do not see the Remove Barcodes button, click on the Show More/Less link.

9. Scroll up a bit and click on the Remove Barcodes button.

10. By default, in the Quantity to Unassign field is set to 1; if not, type a 1 in the field.

11. In the Starting with Barcode field, scan or type in the 14-digit barcode number of the label you are replacing.

12. Click the Remove button. When Destiny asks if you are sure you want to proceed, click the Yes button.

13. Remove any remnants of the old labels from the copy.
14. On the Copies screen, you should see a listing for Copies without Barcodes. The amount should be 1, since you just removed a single barcode.

**NOTE:** If the quantity is more than 1, disregard. If you have questions about the number of copies without barcodes, contact Integrated Library & Textbook Support Services at 213.241.2733.

15. Click the Assign Barcodes button just to the right of the number of copies without barcodes.
16. By default, in the Copies to Barcode field is set to 1; if not, type a 1 in the field.

17. On the Assign Barcodes, the Starting Barcode radial button should be automatically selected. In the field, scan or enter the 14-digit barcode number of the new label you are assigning from the sheet of available barcode labels provided by Integrated Library & Textbook Support Services.

18. Make sure the Print Labels checkbox is UNCHECKED.

19. Click the Assign button at the bottom of the screen.

20. Apply the label(s) for the newly assigned barcode number to the copy (copies).
**STEP 3: SCENARIO 2 – BARCODE LABEL IS COMPLETELY ILLEGIBLE, NOT SCANNABLE, AND/OR REMOVED ENTIRELY**

In this scenario, you will be assigning a new barcode number and label (as if you were adding a new copy), without removing the old number from Destiny. The difference will balance out when your school performs an annual textbook inventory using Destiny.

1. Click the **Catalog** tab located on the top navigation.
2. Click the **Textbook Search** option on the left-side of the screen.
3. Click on the **Find** dropdown menu and select **ISBN** from the list.
4. Click on the **Look In** dropdown menu and select **Los Angeles Unified School District** from the list.
5. Click inside the blank field next to the **Find** dropdown menu and scan or type the textbook’s 10 or 13-digit ISBN.

**NOTE:** If the ISBN was typed in, either press the **Enter** key on the keyboard or click the **Go** button.

6. Click the **Add Copies** button located on the upper right.
7. On the **Add Copies** dropdown menu, select *with Barcodes* from the list.
8. Click on the dropdown menu under the **Add Copies**, select **Number of Copies** from the list and on the field next to it, type the number 1.
9. On the **Starting Barcode** the radial button should be automatically selected. In the field, scan or enter the 14-digit barcode number of the new label you are assigning from the sheet of available barcode labels provided by Integrated Library & Textbook Support Services.
10. On the **Condition** dropdown menu, select **Good** from the list.
11. Leave **Location** and **Budget Category** as **Undefined**.
12. **DO NOT** change the **Date Acquired**
13. Leave the **Purchase Price** and **Purchase Order Number** blank.
14. Verify that all the information entered is correct, then click the **Save Copies** button located on the upper-right of the screen.
15. Destiny will take you to the **Copies** sub-tab for that title. Click the **Show More** link to check for the last barcode in your added copies range.

16. Apply the label(s) for the newly assigned barcode number to the copy (copies) from the sheet of available barcode labels provided by Integrated Library & Textbook Support Services.