DESTINY RESOURCE MANAGER: CHANGING THE HOME LOCATION

Destiny Resource Manager™ allows users 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

⚏ Internet connection
⚏ LAUSD Single-Sign on

STEP 1: Login to Destiny Manager

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. To find your school do one of the following:
   * Scroll down
   * **Ctrl + F** [PC] or ⌘ + F [MAC] and type the school name or location code and click on the link.

NOTE: *Firefox search feature [PC and MAC] apprears at the bottom-left-side of the browser.*

<u>**STEP 2:**</u> Getting Started

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. Place your cursor in the "**Resource Barcode**" field and either type or scan the resource barcode number
3. Click on the "**Select Item**" field drop-down menu and select the "*Home Location*" option
4. A "**to**" field will appear, click on the drop-down menu and select a new home location from the options

NOTE: *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, 02/20/2001, Grade 8

5. Once all the information has been entered, click on the "**Update**" button.

6. 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 "**Resource Status**" page. You will see the update made to the "**Home Location**" and the "**Historical Notes**" field.