

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] appears at the bottom-left-side of the browser.*

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STEP 2: 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.

The screenshot shows the Destiny Resource Manager interface. The top navigation bar includes 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Update Resources' sub-tab is selected. The main form is titled 'Specify information to change and scan by code...'. It features a 'Resource Barcode' field containing 'CA40064' and an 'Update' button. Below this is a 'Home Location' dropdown menu with a 'to' label and another dropdown menu. There are several 'Select an item field' dropdown menus below. At the bottom, there is an 'Add historical note' field with the text 'Doe, John, 02/20/2001, Grade 8'. Red arrows and boxes highlight the 'Update Resources' sidebar, the 'Resource Barcode' field, the 'Home Location' dropdown, the 'to' dropdown, the 'Update' button, and the 'Add historical note' field.

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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.

