FINDING SURPLUS MATERIALS USING DESTINY

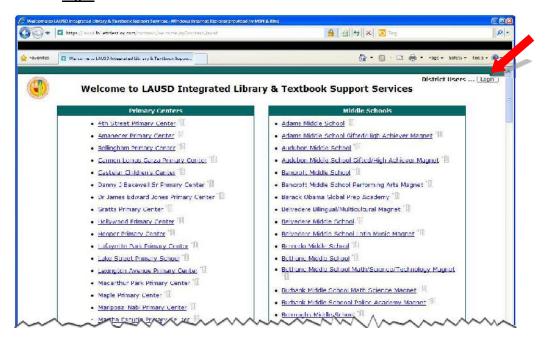
In this tutorial you will learn how to find surplus materials using Destiny's Textbook Manger.

To start, open your favorite browser such as Internet Explorer or Firefox. Once the browser is open follow the steps below.

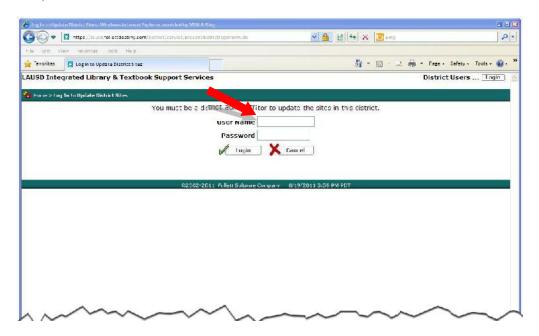
1. On the address bar; located at the top of the browser, type https://lausd.follettdestiny.com and hit the enter key.



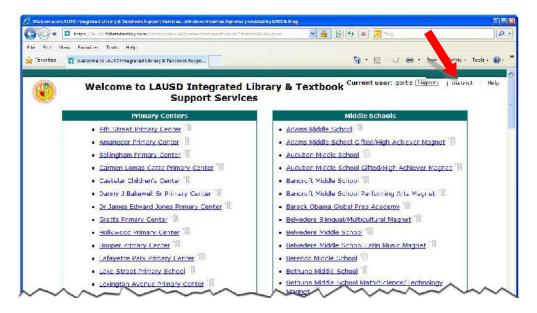
2. Click on the Login button next to the District Users...



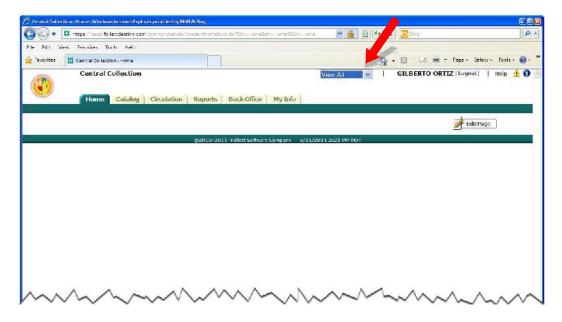
3. Login using your "single sign on" (SSO) as your username and password. (email without the @lausd.net and password)



4. Click on the **District** link located on the top-right of the browser.

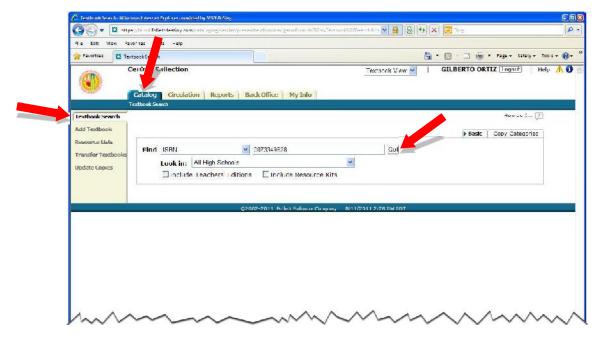


5. Click on the View All drop-down menu and select Textbook View.

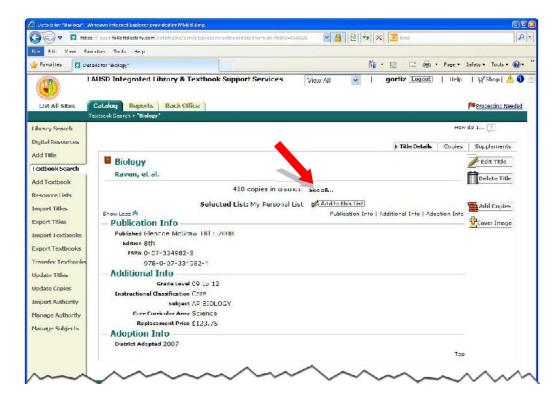


- 6. Click on the <u>Textbook Search</u> link located on the right-side of the browser.
- 7. Click on the <u>Cataloging</u> tab, if not already on that tab.

 NOTE: On the <u>Find</u> drop-down menu you can search by Barcode, Title, ISBN, subject, etc.
- 8. Complete the requested information and click on <u>Go</u> (you can leave the "Include Teachers' Edition and Include Resource Kits un-checked)



9. Click on **See all...** link. This will show you where additional copies are located.



- 10. Click on **Show More** on the right if you need more information.
- 11. When finished, click on the Logout button in upper-right hand corner next to your name.

