Destiny Library Manager™ allows users with full access to create and print patron barcodes by homeroom

In this tutorial you will learn how to:

⊞   Create and Print patron barcodes

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

1. Open a web browser
   - *Google* Chrome
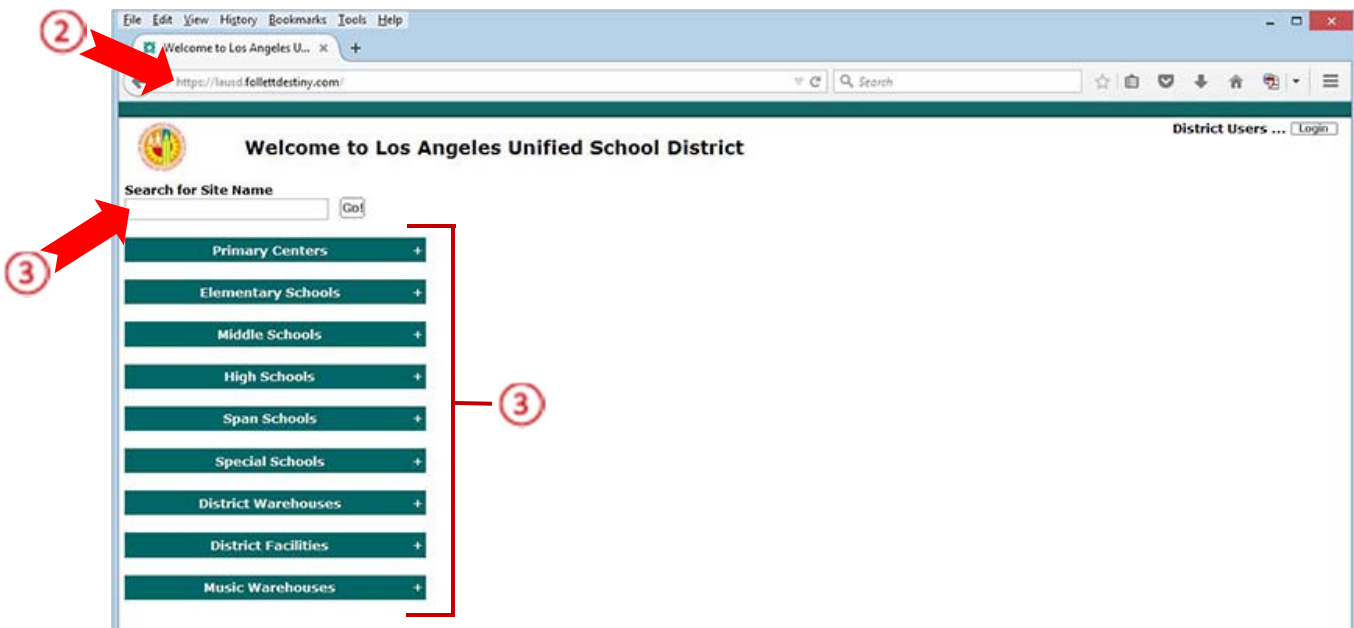   - Internet Explorer
   - *Mozilla* Firefox
   - Safari

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 "**Green Bar**" associated to your school group *(e.g. Middle School)*

Then, find and click on your school's link. Click the "**Login**" button located on the upper-right corner. Enter your LAUSD Single-Sign On *(SSO) to* login.

STEP 2: CREATE AND PRINT PATRON BARCODE LABELS

1. From your school's Destiny site, click on the "**Reports**" tab
2. Click on the "**Patron Reports**" link just to the left of the screen
3. Click on the "**Barcode Labels**" link under the heading **Labels/Cards**

4. Set the "**Select by**" field to "**Patron Name**" by clicking on the dropdown arrow
    a. Leave the "**From**" and "To" fields blank

5. Under "**Sort by**" click on the second radial button then click on the dropdown arrow and select "**Homeroom**" and then by select "**Grade Level**"

6. Under "**Include the following**" make sure the "**Barcode Number**" box is checked.

7. Under "**Formatted for**" click the radial button "**Use at circulation desk**" and make sure "**Start a new page for each group**" is checked.

8. Click on the "**Run Report**" button. You will be taken to the Report Manager screen.

9. Click on the "**Refresh List**" link to see if your report has completed. Once completed, click on the "**View**" link to view/print the report.