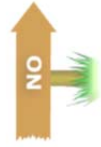


iLTSS

Library Aide
QUICK START GUIDE





FIRST THINGS FIRST

So you just landed in your new assignment as a Library Aide and you're wondering, "What should I do first?"

1. Find out who is your school's SAA (School Administrative Assistant).
2. Ask the SAA, "To whom do I report?" and "Are you able to view me in the HR system?"
3. Contact iLTSS @ (213) 241-2733 to let us know you're at your school.
4. We will ask you some questions, the main one being, "Do you have an active email account?"
5. If **YES**, do the following:



- A. Visit the iLTSS.org website and select Tutorials located at the top of the page.
- B. Select the Library Limited Access link and you be directed to view a tutorial and prompted to take a follow-up quiz.
- C. You will receive an email confirmation that your Destiny account has been activated within 48 hours.
- D. Contact the Destiny Help Desk and request Destiny library manager training
- E. Upon confirmation of your training date, let your students and staff know the library will need to be closed for 3-hours to allow for the training session. Once you've been trained, we'll be able to expand your access to Destiny—The District's Centralized Library Automation System—and to show you how to do a few other things to get support when needed.



6. If **No** to #4, you'll need to do the following:
 - A. Visit Lausd.net and scroll to Resources in the menu bar under the LAUSD logo.
 - B. Select Email Services in this menu
 - C. Select LAUSD Single Sign-On Self Service Console
 - D. Say Hello to Jim and follow the instructions to Activate Your LAUSD Account
 - E. Once it is activated, you'll follow A through E above.



7. Use the Create Help Desk Ticket link to request assistance with the Destiny application
8. Conduct periodic "Health Checks!"



- A. Clear your email inbox and folders to ensure you continue to receive and be able to send emails
- B. Check emails at least twice per day for Destiny updates and notifications
- C. Check the iltss.org website regularly for up-to-date information



Have a very productive school year!

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