Checking in and out of Destiny

1) Open Destiny from the LMS webpage or Desktop Icon
2) Click log in - it is in the upper right corner

3) Log in using your school's Media Spec Log in
   a. UN: (School Number) ###-mediaspec
   b. PW: (School Number) ###spec

4) Select the Circulation Tab

5) Select Check Out or Check In

a.
6) When Checking OUT
   a. There are two ways.
      i. 1 Select the Patron tab and type in the child’s name or lunch number

1- Select “To Patron Tab”
2- Type Name in “Find” box
3- Click “Find Patron” Button
4- Select Name
5- Scan Items to be checked out.
ii. 2- Select the Homeroom tab> Teacher’s name from dropdown menu> Select child picture

1- Select “By Homeroom” Tab
2- Select teacher from the dropdown menu
3- Click “Select Patron” Button
4- Select Name

5- This screen will appear. Scan Items to be checked out.

b.