CHS TEXTBOOK CHECK-OUT INSTRUCTIONS

1. Open Destiny	Access Destiny by clicking on "Links for Staff Members" on the website. You will also find a link to Destiny on the Library website.
2. Login to Destiny	User Name: Your username is first initial and last name. You will be given a password. Password: Please DO NOT share login information with students.
3. Make sure you are in Textbook View	Double check at the top of the screen next to your name to see if you are in the Textbook View
4. Select the Circulation Tab	Be sure to select the Circulation tab
5. Scan the student ID card or enter the student's name or ID number manually	Find Go! Find Patron Find Copy Be sure to select Only search Last Name Patron Patron
6. Scan or type the barcode from the back of the book.	Be sure to double check the screen to make sure you have the correct patron. You will see the student name, barcode and image.
7. You will see the book title under CHECKED OUT	Only today's check outs Only today's check outs
8. Enter new student ID in the FIND box	Find Go! Find Patron Find Copy Only search Last Name