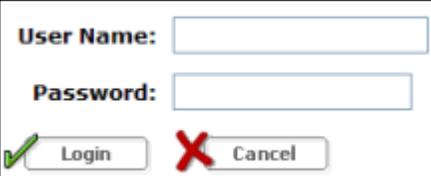


CHS TEXTBOOK CHECK-OUT INSTRUCTIONS

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		Your username is first initial and last name. You will be given a password. Please DO NOT share login information with students.
3. Make sure you are in 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		Be sure to select Find 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		
8. Enter new student ID in the FIND box		