

Important: As a district, you will need to create instructions for your users on how to access a student's library information based on how you set up the feature and your district's practices. Use the information on the following pages to help create your district's specific instructions.

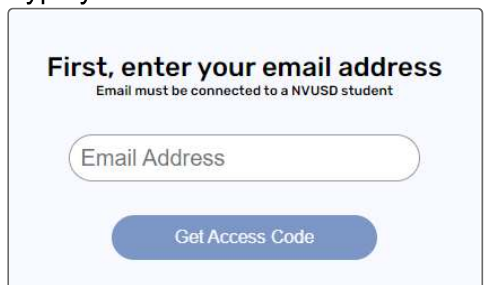
Access a student's library information

If your email address is connected to a student in Destiny Library Manager as a contact for the Additional User Type feature, you can access their library information. Your district determines which features are available.

Note: Each student can be connected to two email addresses.

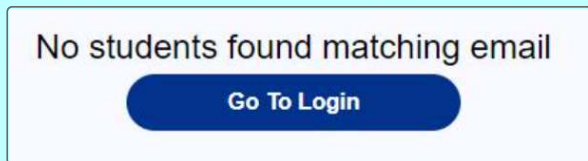
To log in as a contact:

1. Go to the URL provided by your district to access the Destiny Verification page.
2. Type your email address.



3. Click **Get Access Code**.

Note: If the email address either does not match what is in Destiny or is not connected to a student in the district, you will see the following message:



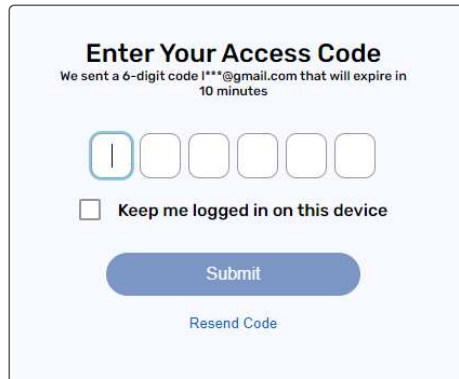
4. Go to your email account to retrieve the access code.

Notes:

- The code expires in 10 minutes. If it expires, you can click **Resend Code** from the Get Access Code page.
- If you enter an invalid access code, you will see an Incorrect Access Code message.
- The email is sent from no-reply@follettsoftware.com with the subject, "Additional User Type Access Code."
- If the code is sent more than once, after the second time, the user will need to refresh the screen, and then reenter their email address.

5. From the Enter Your Access Code page:

- a. Type your access code.
- b. Optionally, to stay logged in from your current browser, select **Keep me logged in on this device**. If you select this option, you will stay logged in for 60 days or until you log out. If you don't select this option, you will need to log in with an access code each time.



The screenshot shows a login form titled "Enter Your Access Code". Below the title, it says "We sent a 6-digit code |***@gmail.com that will expire in 10 minutes". There are six input boxes for the access code; the first box contains the digit "1". Below the input boxes is a checkbox labeled "Keep me logged in on this device". At the bottom of the form is a blue "Submit" button and a link labeled "Resend Code".

6. Click **Submit**.

To navigate Additional User Type features:

Once you are logged in, you can perform a number of tasks based on your contact status.

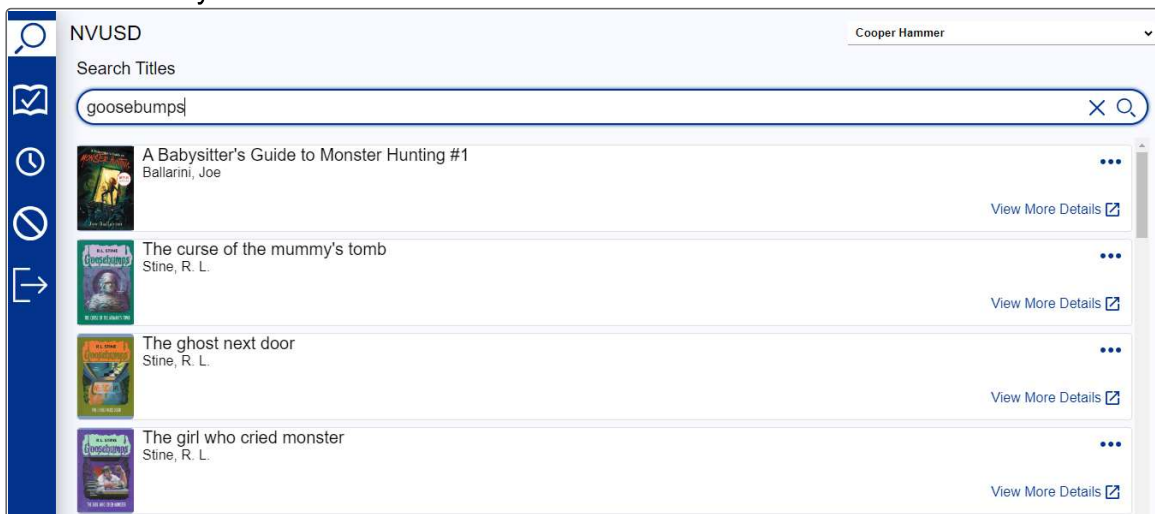
Notes:

- The options you see depend on how the feature is [set up for your district](#).
- The Primary Contact designated for this feature has full access to any enabled options, including blocking and unblocking titles. A Secondary Contact has view-only access to any enabled options.
- Blocked titles for a patron will remain blocked across school years and as the patron moves to new sites within a district, unless those titles are unblocked by the patron's Primary Contact.

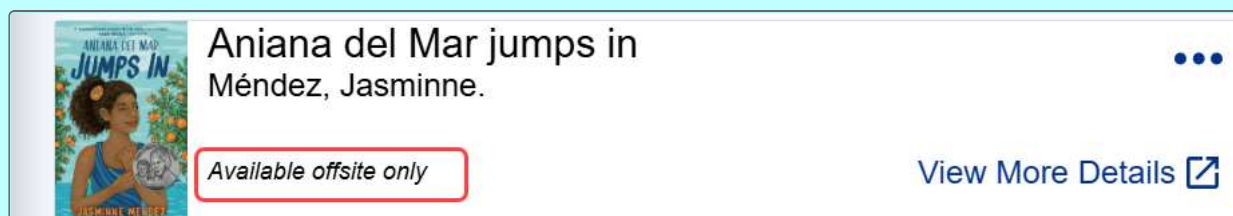
The user's name associated with your email address appears in the top-right corner. If you have more than one student in the district, a drop-down appears. To view a different user, select their name from the drop-down.

Use any of the following options:

- **Search:** Search by title, author, or subject to find materials. When search results appear, you can click **...** to block a title from being checked out or **View More Details** to see more information on a title as a guest user via Destiny Discover.



Note: If a patron has access to interlibrary loans, and a title is only available offsite, a note states it is *Available offsite only*.



- **Checkouts:** View the current checkouts. To see more information about a title as a guest user via Destiny Discover, click **View More Details**.

NVUSD

Cooper Hammer

Current Checkouts

	Sea turtles : ocean nomads Cerullo, Mary M.	Out: 6/11/2024 Due: 6/18/2024	View More Details
	Snakes Stewart, Melissa.	Out: 6/11/2024 Due: 6/18/2024	View More Details

- **History:** View the checkout history, as well as current checkouts. To see more information about a title as a guest user via Destiny Discover, click **View More Details**.

NVUSD

Cooper Hammer

Checkout History

	Sea turtles : ocean nomads Cerullo, Mary M.	Out: 6/11/2024	View More Details
	Snakes Stewart, Melissa.	Out: 6/11/2024	View More Details
	Outside and inside big cats Markle, Sandra.	Out: 6/4/2024 In: 6/11/2024	View More Details

- **Blocked:** View any titles you marked as blocked. You can click **...** to remove the block on a title or **View More Details** to see more information about a title as a guest user via Destiny Discover.

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Blocked Titles

	A Babysitter's Guide to Monster Hunting #1 Ballarini, Joe	View More Details
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Note: Blocked titles for a patron will remain blocked across school years and as the patron moves to new sites within a district, unless those titles are unblocked by the primary contact for that patron.

- **Logout:** Log out of your current session.

Access a list of restricted titles by patron

Use the Restricted Titles report to see a list of patrons with restrictions, including the specific titles blocked.

Notes:

- To run a district-level report, a district user must have the following permissions: *Manage Library Materials for the District* and *Manage Patrons for the District*.
- Site-level users with the *Generate patron reports* permission can run the report for their site.

To run the Restricted Titles report:

1. Select **Reports > Patron Reports**.
2. Under **Statistics**, click **Restricted Titles**.
3. If you log in to the district, from the **For All Patrons of** drop-down, select the district, site type, or an individual site.

List Restricted Titles by Patron

For All Patrons of Heights Magnet School

Run Report

4. Click **Run Report**.
5. When Report Manager opens, click **View** to download the Microsoft® Excel® file.

Note: If a title is unblocked for a patron, it does not appear in the report.