



1. Fines and Accounting Procedures revisited:
 - When Destiny and IC aren't communicating about a fine, follow these steps (also on wiki):
 - In Infinite Campus, look up that student's record and click on the FEES tab. From the Date range drop-down menu, select All Years. Look for the Library Fine that is a problem.
 - Click on the word Library Fine to see more information about the fine.
 - If the fine says Created by Chris Blasi, Destiny and IC SHOULD be talking about it. Send the details to Kim for trouble-shooting.
 - If the fine says Created by _____ or by YOU, Destiny and IC will not be talking about it. Fix the details in IC and in Destiny manually.
2. Homeroom and Overdue Period Teacher fields – How to set up Homerooms & check out by Homeroom.

See instructions on Destiny How-To page on wiki and Class hand-out.
3. Running Reports – Reports Tab, then Library tab on left.
- use statistics and the weeding log
4. New student photos – we will give you permission to upload, or we can do it at ESC.
Note* The upload disc for Destiny is not the same as the upload disc for Infinite Campus.
5. Set up your school calendar. In Back Office, see Calendar/Hours
Use Destiny's Help page to find instructions to set up your calendar.
6. Edit a patron
What can you change and what can't you change? Reminders...
7. Set up your students to log in to Destiny. Why have students log in

Help with Destiny can be found at:

1. <http://adams12libraryservices.wikispaces.com/>
instructions from our Adams12 TLs.
2. Other clerks – your colleagues!
3. IT Help desk x4120 and in email, To: IT Help
4. Kim, Elaine, Jennifer, Nancy, Sara
5. Your school's Destiny account and Destiny Tech help (1-800-722-7424 + your customer number