

## Sub Log-ins:

Each school has a Substitute Log-in in Destiny. The username is your school name (all one word and all small letters) and the password is password. That login allows the sub to: Check-in, Check-out, Renew, see Fines, check Copy Status, check Patron Status, and access Help.

## Student Aide Log-ins:

The student aide login allows: Check-in, check-out, and Renew only.

Your student aide login should be the same login as the sub login EXCEPT with aide after your school name. so "woodglenaide" would be the username, then password is the password.

Important!\* Some of your schools were set up with the Sub login defaulting to the Student Aide login. That has been fixed. So if you've been giving your student aide the sub login information, you may want to change them to the aide login so they don't have all the privileges that go with the sub login.

When you login with the sub login, you should see SUB in the upper right corner. For student aide, it says Student Aide in the upper right corner of your screen.

You can view and edit your Student Aide or your Sub record by going to Circulation, Patron Status, then search "sub" or "aide". When you click Edit, you can see your User Name and change it if you'd like. You can also change the password just by putting the new one into New Password and Confirm Password. See screen shot below.

The screenshot shows a web browser window with the URL <https://destiny.adams12.org/backoffice/server/presenteditpatrongeneralinfoform.do?sessionId=26C26FD63DC3D00734497FD89F3E7?actor=E8b5>. The page title is "Edit Patron - Windows Internet Explorer". The browser's address bar shows the URL. The page content includes a navigation bar with "List All Sites", "Catalog", "Circulation", "Reports", and "Back Office". The "Circulation" tab is selected. The main content area is titled "Westlake Middle School" and "Patron Status - Edit Patron". It contains a form with the following fields:

- Patron Information** (Last Saved: 5/6/2010 3:15 PM)
  - \* Last Name: Site
  - Middle Name:
  - District ID: 260Sub
  - Gender: Unspecified
  - Birthdate:
  - Grad Year:
  - Grade Level:
  - Currently Teaching: ☒ Yes
- Site Information**
  - \* Barcode: 260SUB
  - Patron Type: Faculty
  - Access Level: TL Subs
  - Status: Active
  - Card Expires:
  - Homeroom: -- Select a Homeroom --
- Other Fields**
  - First Name: Sub
  - Nickname:
  - Email 1:
  - Email 2:
  - User Name: westlake
  - New Password:
  - Confirm Password:
  - Password Assigned: ☐ Clear Password
  - OverduePeriodTeacher:
  - User Defined 2:
  - User Defined 3:
  - User Defined 4:
  - User Defined 5:
  - Acceptable Use Policy on File? ☐ Yes

The form has "Save" and "Cancel" buttons at the top right. The browser's taskbar at the bottom shows the "start" button and several open windows, including "Edit Patron - Window...", "Desktop - STARMAIL", "Heflow - STARMAIL", and "ade it sub logs". The system clock in the bottom right corner shows "3:31 PM".