Checkout (at Circ Desk Computer) for Volunteers and Teachers

- If the computer is off or logged out
  - Username - .\\offline
  - Password – cowboys
- Go to Destiny.Coppellisd.com
  - Choose Lakeside Elementary
  - Login (Top Right hand Corner)
  - **Username: circdesk**
  - **Password: longhorns**
- Go to the Circulation Tab

- Scan student barcode or type in the student name
  - All student barcodes are in black binder next to computer. Organized by class
- Scan the books – be sure to watch the screen
- Troubleshooting
  - Nothing will Scan
    - Make sure the cursor is in the Find box
  - Transaction Bloced Red Box pops up
    - **YOUR DISCRETION**
      - Sometimes this means that the student should not checkout – in this case, set the book aside for Mrs. Bredberg
        - Book on hold for another patron
        - Too many books past due (can be put back on shelf for other students)
      - Sometimes, you can chose to override this
        - If they are renewing a book they are in the middle of reading
        - If they accidentally checked out under someone else
        - If the book is checked out to someone else
        - Not many books past due (or only slightly past due)