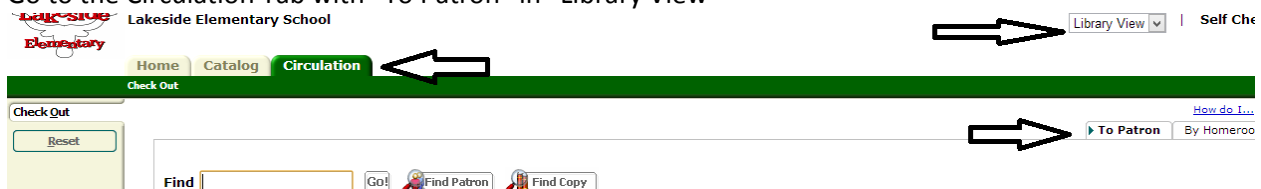
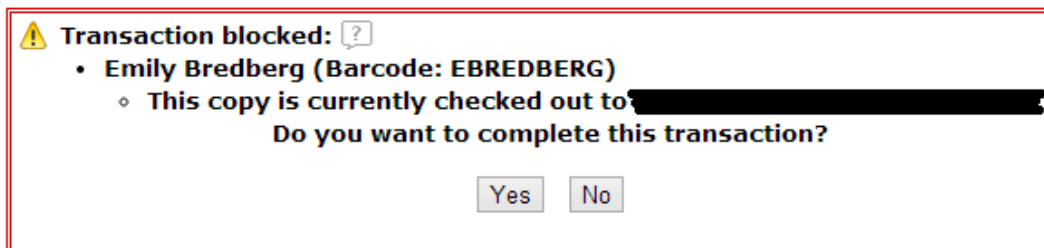


Checkout Trouble Shooting for Volunteers and Teachers

- 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: lakeside
 - Password: longhorns
- Go to the Circulation Tab with “To Patron” in “Library View”



- Troubleshooting
 - Nothing will Scan
 - Make sure the cursor is in the Find box
 - The barcode is not recognized
 - The patron might have scanned the wrong barcode
 - A Red Box pops up, blocking checkout



- **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
 - 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)
 - To Override
 - Use your Coppell username and password
 - Circdesk/longhorns also works