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

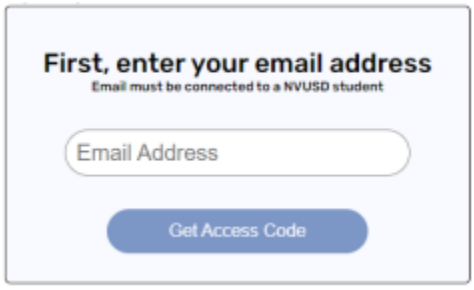
Type feature, you can access their library information. Your district determines which features are available.

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

To log in as a contact:

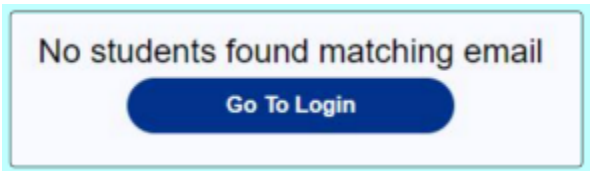
1. Go to: https://destinyverification.follettsoftware.com/willow/district/destiny-HJTZ-8HL6

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.



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.

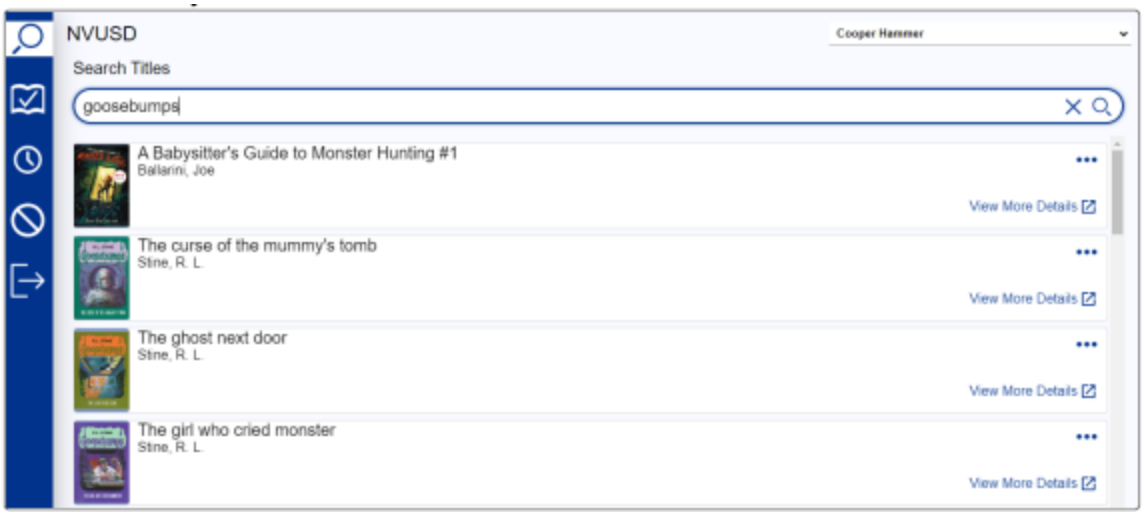
Notes:

- The 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:

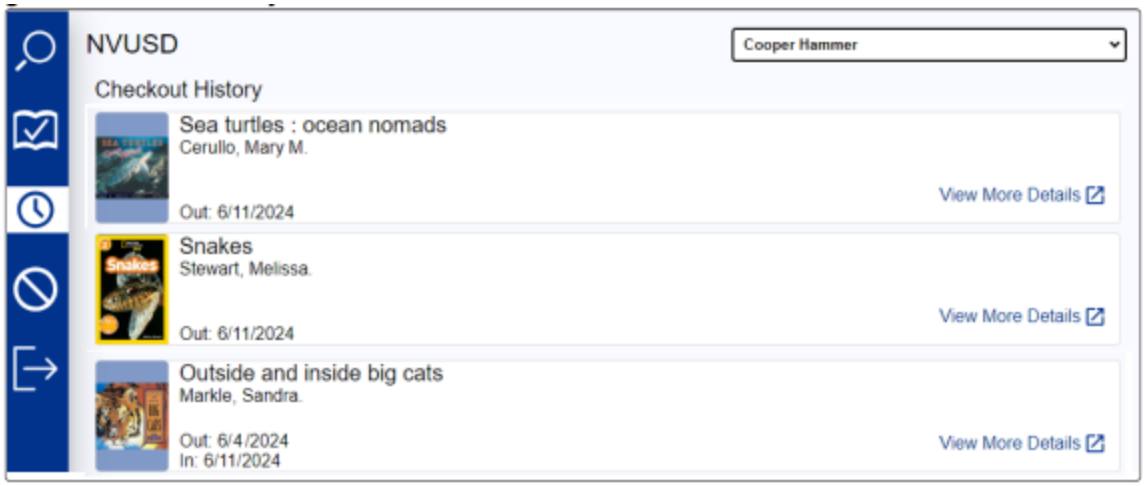
- **Search:** Search by title, author, or subject to find materials. When search results appear, you can click ••• to block a title from being checked out or **View More Details** to see more information on a title as a guest user via Destiny Discover.



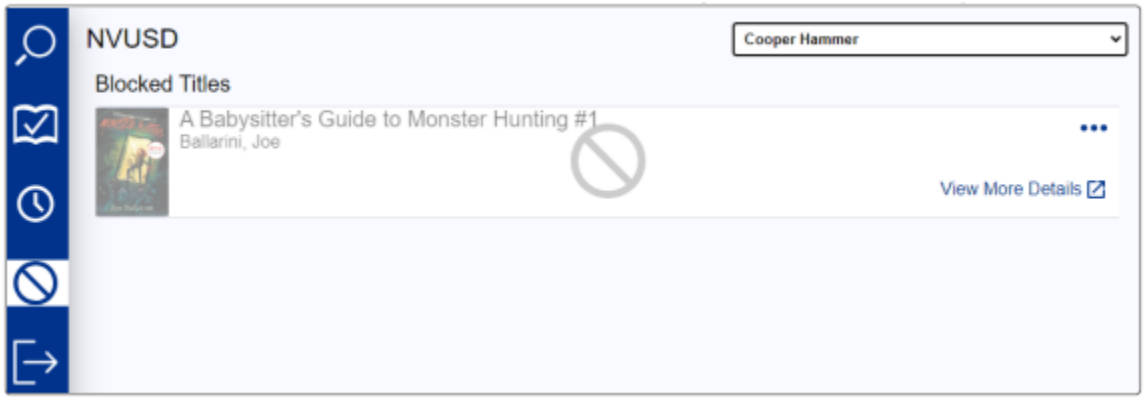
- **Checkouts:** View the current checkouts. To see more information about a title as a guest user via Destiny Discover, click **View More Details**.



- **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**.



- **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.



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.