Transfer Chromebooks and/or textbooks from your school to another:
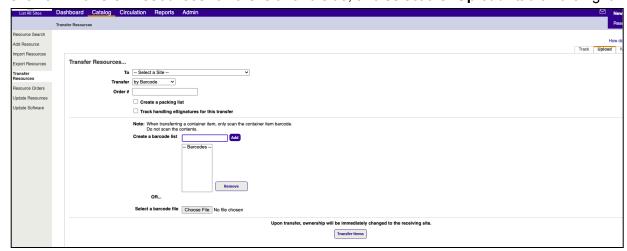
1. Log into Destiny using your single sign-on user ID and Password
2. Make sure you are in the "**Resource View**" in the top right corner of the page
3. Before you begin - make sure all items have been checked-in, otherwise, they will not transfer
4. Click on the "**Catalog**" tab
5. Click on "**Transfer Resources**" on the left-hand side, and select the "**Upload**" tab on the right

6. To: **choose the school you are transferring to**
7. Transfer: choose "**by Barcode**"
8. Create Barcode list: place cursor in **Add box** and begin scanning barcodes
9. Double-check to make sure the **"To" site is correct**
10. Click "**Transfer copies**"
11. A new window will pop up with results from the transfer. Click "View" to verify all of the items transferred correctly

Receive Chromebooks and/or textbooks from another school:

1. Log into Destiny using your single sign-on user ID and Password
2. Make sure you are in the "**Resource View**" in the top right corner of the page
3. Click on the "**Catalog**" tab
4. Click on "**Transfer Resources**" on the left-hand side
5. Click on the "**Track**" tab
6. Click on the **eye** next to the transferred title
7. Scan received items or click "**Receive All**"
8. Click "**Receive"**
9. You can also add a note that will stay with the transfer record