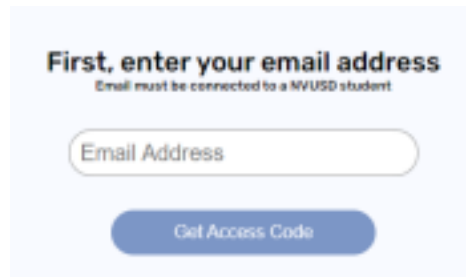## Access a student's library information

If your email address is connected to a student in Destiny Library Manager as an Additional User Type, you can access their library information. Your district determines which features are available.

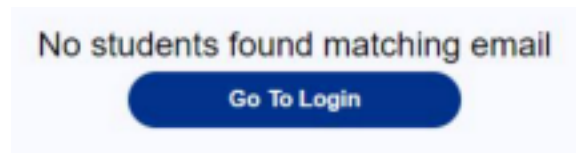**Note:** Each student can only be connected to one email address.

### To log in as an Additional User Type:

1. Click the following URL link: https://destinyverification.follettsoftware.com/willow/district/destiny-93HN-HFHZ to access the Destiny Verification page.

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@follettlearning.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 re-enter their email address.

5. From the Enter Your **Access Code** page:

- Type your access code.
- 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.
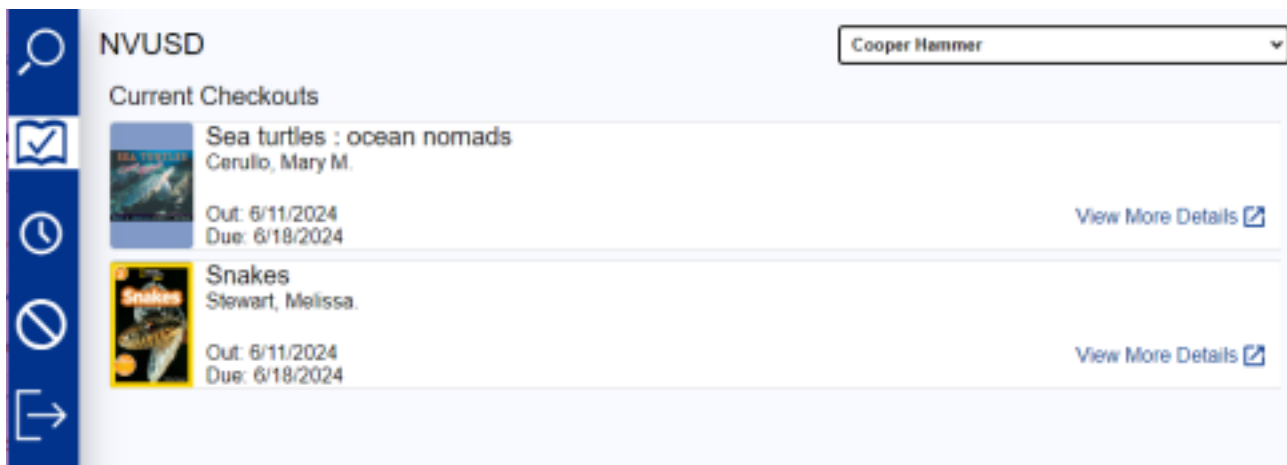


6. Click **Submit**.

## To navigate Additional User Type features:

Once you are logged in, you can search for and block titles from being checked out; as well as view current checkouts, checkout history, and any blocked titles for all students associated with your email address. 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 select ••• to block a title from being checked out or View More Details ↗ to view more information on a title as a guest user via Destiny Discover.
- **Checkouts:** View the current checkouts. To view more information about a title as a guest user via Destiny Discover, click View More Details ↗ .



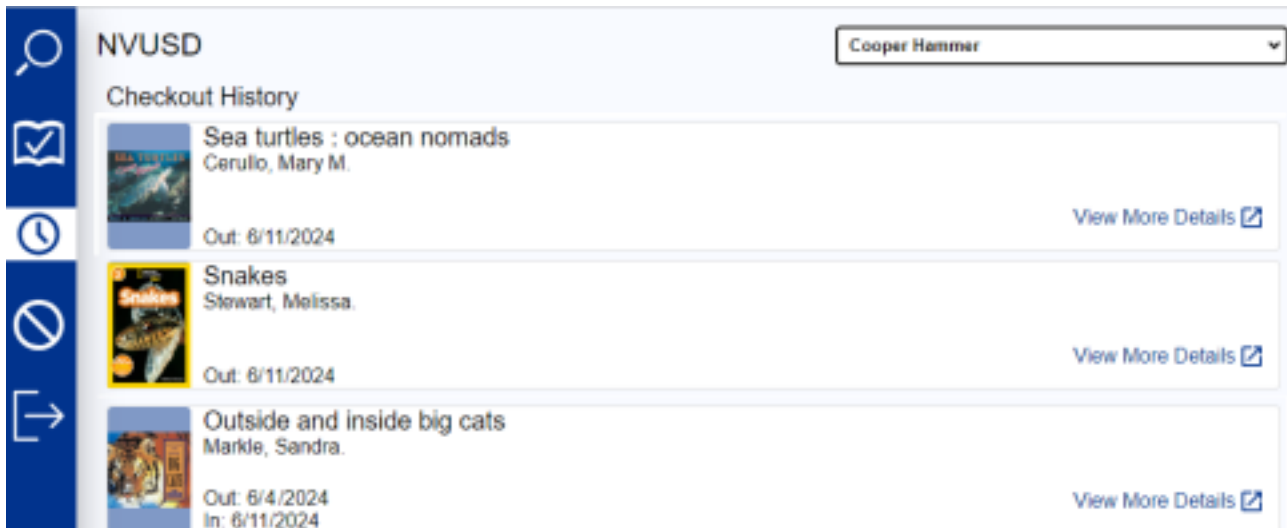- **History:** View the checkout history, as well as current checkouts. To view more information about a title as a guest user via Destiny Discover, click View More Details ↗ .



- **Blocked:** View any titles you marked as blocked. You can select ••• to remove the block on a title or [               ] to view more information about a title as a guest user via Destiny Discover.
- **Logout:** Log out of your current session.