This job aid provides instructions on how to obtain Destiny Textbook Manager access to be able to issue and collect textbooks for the summer term.

LAUSD students may use school textbooks at summer term sites. Schools may issue textbooks to individual students and/or classroom sets. To assure that an employee at the summer term site can check in/out books to any LAUSD in the District, ILTSS has developed the following protocol.

**Step 1** Go to [http://achieve.lausd.net/iltss](http://achieve.lausd.net/iltss)

**Step 2** Click on the "Textbooks" tab

**Step 3** Click on "Summer School Textbook Manager Access" drop down menu.

**Step 4** Read the directions and depending on your situation, make the appropriate selection. Reminder: if you have to watch the video, you need to return to this page and click on the noted link to take the quiz.

Once you successfully complete the quiz, within 48-72 hours you will be granted access to check out/in textbooks and generate specific reports.

If you have any questions, please contact the Destiny Help Desk at 213-241-2733