

Adding New Users to Destiny

Although regular student and teacher users are imported into Destiny automatically, there are a few cases in which you may need to add a user manually:

- Staff members who do not have users automatically created in your school, usually because they are assigned to multiple locations, are part time, etc.
- Staff members or student helpers who need circulation rights and/or other admin abilities in Destiny
- Temporary users for new students or staff members who are not yet in the system (these can be merged with their official account once it appears.)

Adding New Users to Destiny

1. In Destiny, go to **Back Office > Manage Patrons**.
2. Click the “New Patron” button on the right side of screen.
3. For a patron check out account, you must include:
 - a. Last Name, First Name
 - b. Leave “District ID” blank
 - c. Barcode (use letters rather than the suggested numbers for this, such as the user’s last name in ALL CAPS)
 - d. Patron Type: usually “Faculty” (varies by school)
 - e. Access Level: usually “Teacher” (varies by school)



 A screenshot of the 'New Patron' form in the Destiny system. The form is titled 'Manage Patrons > New Patron' and has tabs for 'General', 'Address', and 'Picture'. The 'General' tab is active. The form is divided into two main sections: 'Patron Information' and 'Site Information'.

 In the 'Patron Information' section, there are fields for:

- Last Name: West
- First Name: Kanye
- Middle Name: (empty)
- Nickname: (empty)
- District ID: (empty)
- Email 1: kwest@graniteschools
- Gender: Unspecified
- Email 2: (empty)
- Birthdate: (empty)
- User Name: kwest2
- Grad Year: (empty)
- New Password: ****
- Grade Level: (empty)
- Confirm Password: ****

 In the 'Site Information' section, there are fields for:

- Barcode: KWEST
- Teacher: (empty)
- Assign next barcode: [Next: P 9640512]
- Patron Type: Faculty
- User Defined 2: (empty)
- Access Level: Administrator
- User Defined 3: (empty)
- User Defined 4: (empty)
- User Defined 5: (empty)
- Status: Active
- Acceptable Use Policy on File?: Yes
- Card Expires: (empty)
- Homeroom: -- Select a Homeroom --
- Other...: (empty)

 At the bottom of the form, there are 'Save' and 'Cancel' buttons, and a checkbox for 'Print Label on Save'.

4. For an admin account, you must also include:
 - a. Username (must be different than the user’s district username)
 - b. New Password and Confirm Password.
 - c. An Access Level that provides the admin rights needed.
5. Click **Save**.