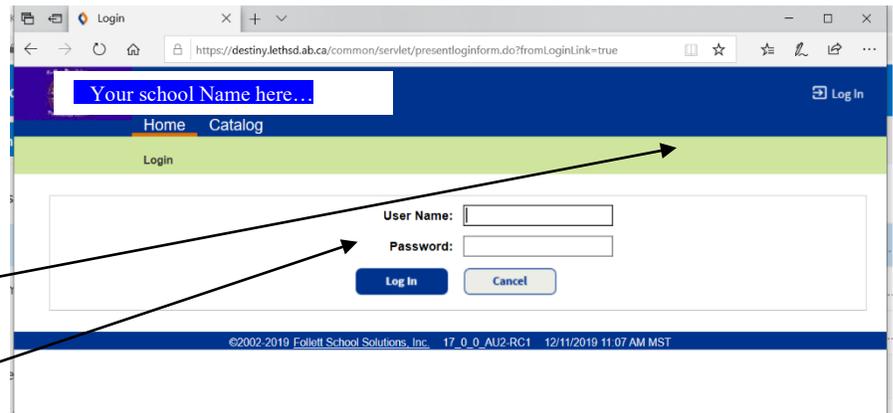


How to Search for and Book Resources from the Curriculum Resource Centre

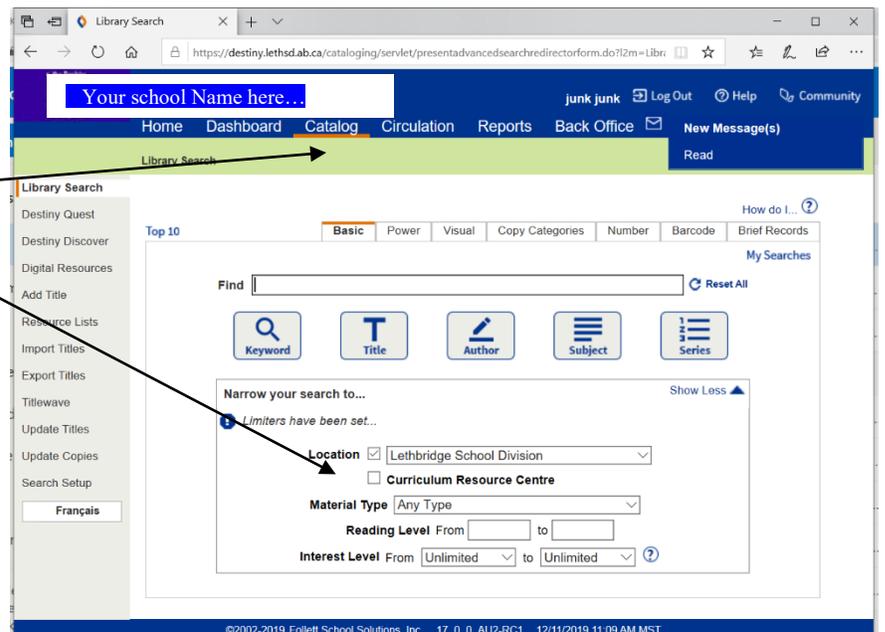
1. **Go to:**
<https://destiny.lethsd.ab.ca>
and select your **home** school

2. Select the '**Log In**' link to log into your home school's catalogue program

3. **Use your own Division login and password** [If you cannot log in, you may not yet be assigned to your new site. Contact the Curriculum Resource Centre]

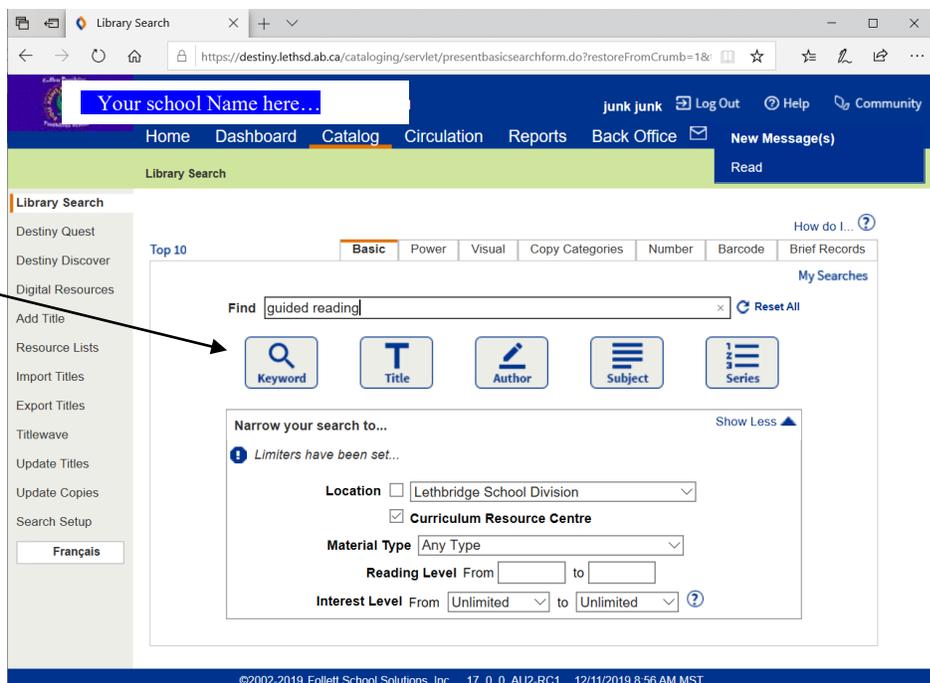


4. Select the '**Catalog**' tab
5. To search the Curriculum Resource Centre you must 'check the box' beside **Curriculum Resource Centre**
6. You must 'uncheck' your school location if you do not want to search your school's catalogue as well

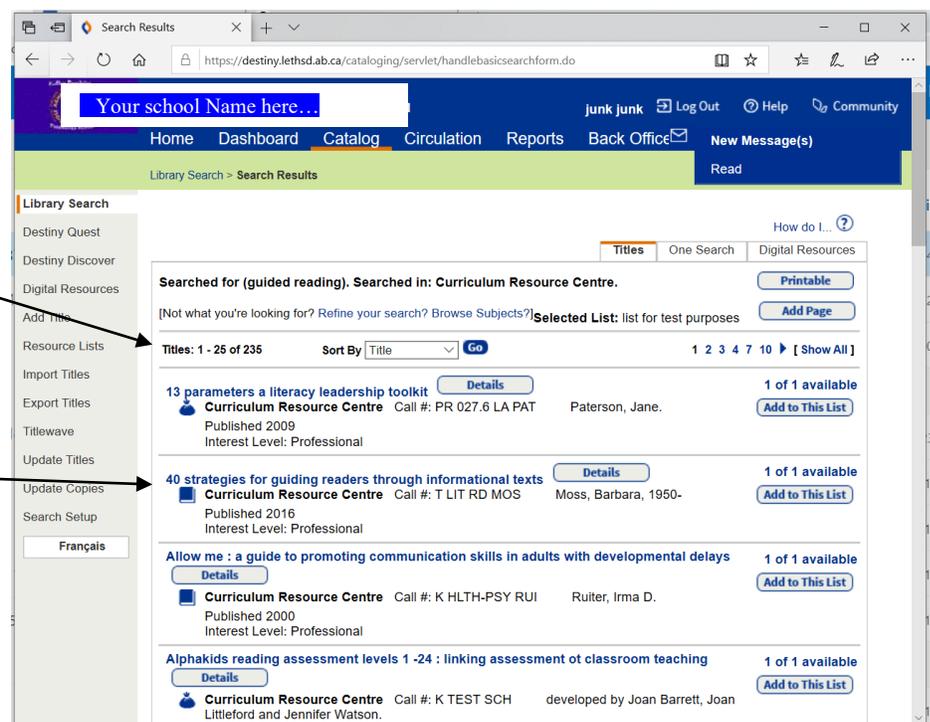


7. Enter your search

8. Example of a search: type in “guided reading” then select the ‘Keyword’ button or press enter



9. Here is what your search will give you. This search for guided reading found multiple items. The first few are shown here

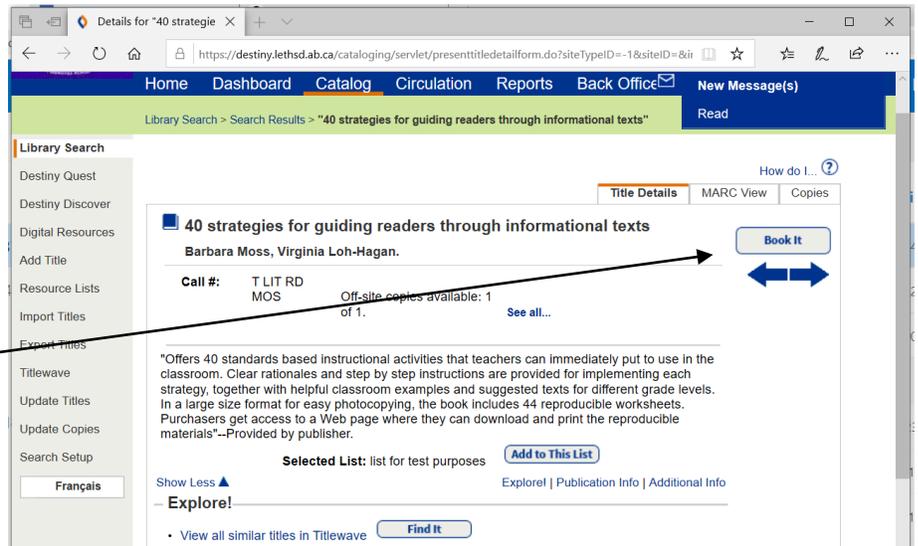


10. As an example, imagine you chose the second item as the one you want to book online

11. Click on the title to get the information on this item.

12. This is the screen you will see

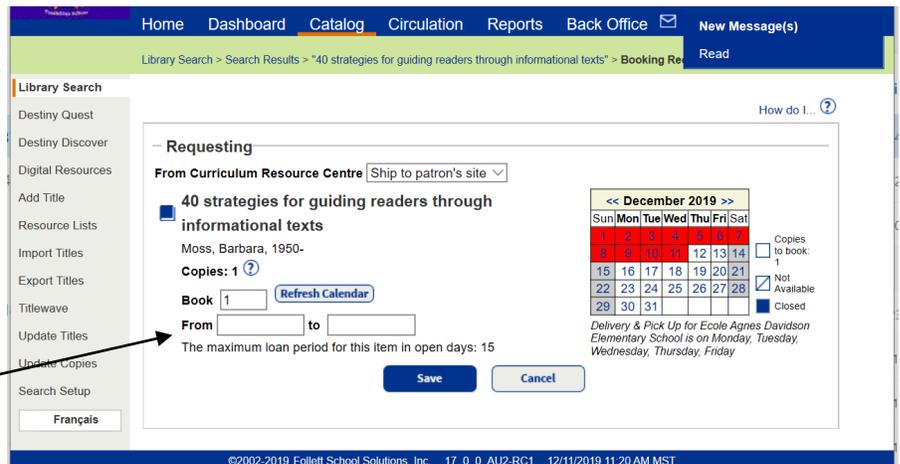
13. Select 'Book It' if this is an item you want to order



14. This is the screen that will appear. You can now book or reserve this item on-line

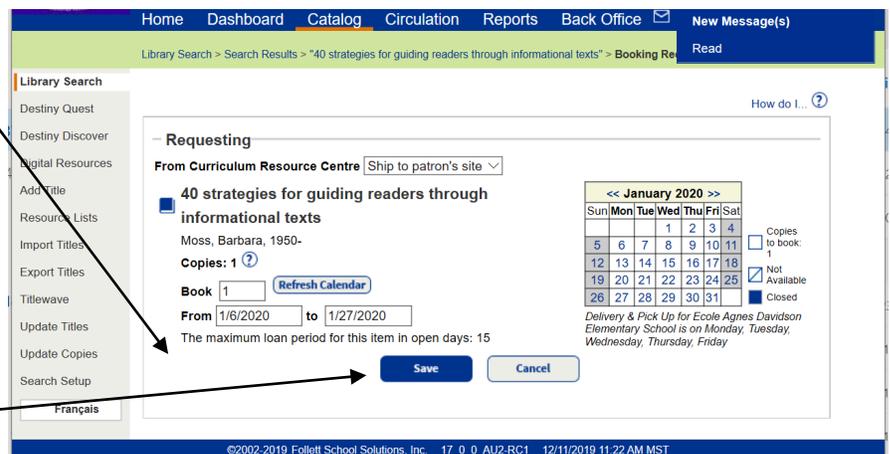
15. To enter the date you wish to receive the item, select that date on the calendar

16. The beginning and end time will appear in the boxes. You will see the maximum loan period info below the dates. You can book for a shorter period but not for a longer period



NOTE: For novel kits only you can book a second loan time to immediately follow your first booking

17. Select 'Save' - A request will be sent



18. Select 'My Info' to see the status of items you have either currently checked out, pending, or overdue

19. This will show all your items both from your school and from the Curriculum Resource Centre. Note the RED [CRC] which indicates the item is from the Curriculum Resource Centre

20. If you change your mind about the dates you booked the item for, you can EDIT the entry by selecting the 'edit' button that looks like a pencil

21. If you booked an item by mistake or change your mind, you can DELETE it by selecting the **garbage can** beside the item

22. If you have any questions please contact JaCobi at the Curriculum Resource Centre either by e-mail: jacobi.smigel@lethsd.ab.ca or by phone at 403-380-5319

