

STEPS FOR ORDERING VIDEO'S & TRUNKS

1. Internet Web Site – destiny.canyonsdistrict.org
2. Click on School Site
3. Login (upper right corner) – teacher's first name.last name Password – teacher's last name
4. Click on Catalog tab
5. In the Center box, you will see Location. In the second little box down, that says **Canyons District Media Center**, check box. Uncheck your school above.
6. Material Type, choose drop down arrow and choose Video or all if Trunk
7. In **FIND** (top box) type in Title of Selection, the Series, Keyword or Subject that you want to search. If checking out Trunk, type in Trunk
8. Click on Title, Keyword, Series or Subject Icon.
9. It brings up video list or Trunk list
10. Click on **DETAILS** of selection to view information and to book.
11. Hit **BLUE** arrow if you want to see other selections on this title. Or you can see others in EXPLORE
12. Click on **BLUE** arrow if you want to go back.
13. Select the item that you want and click **BOOK IT** displayed at the right of the screen.
14. It brings up Calendar
15. Click on Date desired (click on arrows displayed at the top of calendar to change months) Trunks are checked out for 3 week
16. Return date automatically sets. If the check out and return dates are the same, call TRC for help.
17. Click on **SAVE**.
18. Item is booked
19. Teachers can go into **MY INFO** to view selections.
20. Teachers can trash selection or edit and change date of delivery in **MY INFO**.
21. **TEACHERS CANNOT ALTER THE RETURN DATE.**
22. **If you need help checking out, feel free to call the TRC 801-826-5329**