

Instructions to check for outstanding fees/charges to the DCPS student account.

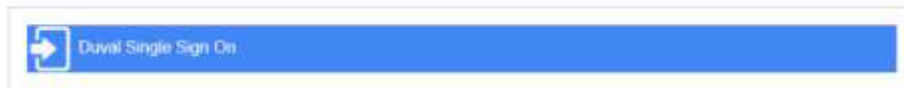
All students should be aware of any fines they have incurred over the time spent in a DCPS school so that when it comes to graduating, your process is expedited. Students can check their status by following the instructions below.

These instructions are best if you are **SIGNED ON TO A DCPS Computer** that has the ability for single sign in processes.

1. Log onto a DCPS computer
2. Go to the website → <https://duval.follettdestiny.com>
3. Look in the top right-hand corner to find the link to Log In and click it
4. Click Duval Single Sign On



Log in using your account with



5. It may ask you for your Microsoft log in username, if so, you will need to use your student email address: s#####@students.duvalschools.org (#=your student number)



Sandalwood HS 237

1. Click LOG IN



Log in using your account with



OR

Log in using your Destiny account

User Name:

Password:

3. See note below



©2002-2019 Follett School Solutions, Inc. 17.0.0 AU2-RC1 1/15/2020 7:53 AM EST

NOTE: On the next screen you may have to input your STUDENT email. It is s#####@students.duvalschools.org s followed by your student number.

6. Click on MY INFO to find if you have any fees needing to be paid before you graduate

The screenshot shows the library website for Sandalwood HS 237. The navigation bar includes 'Home', 'Catalog', and 'My Info' (highlighted with a red box and a red arrow). A 'Log Out' button is visible on the right. The main content area is titled 'Items Out' and contains the following sections:

- Library Materials:** There are no library materials checked out for this patron.
- Resources:** A table with columns: Due Date, Resource Name, Price, Home Location, Checked Out.

Due Date	Resource Name	Price	Home Location	Checked Out
5/29/2020	1984 HOLT (Item: 40000003450675)	\$15.35		10/14/2019
- Fines:** A table with columns: Reason, Amount.

Reason	Amount
Art Fee	\$10.00
FL COLLECTIONS 10 2017 HMH (Item: 43268000322018)	\$67.30
- Holds:** There are no holds for this patron.
- Recommended Titles:**

7. All items and owed money can be brought to Sandalwood high school. If you pay with cash or money order you will pay in the bookkeeper's office. If you want to pay by credit card, you will have to request to have your balance put on schoolcashonline.com Requests can be emailed to rousee@duvalschools.org