

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

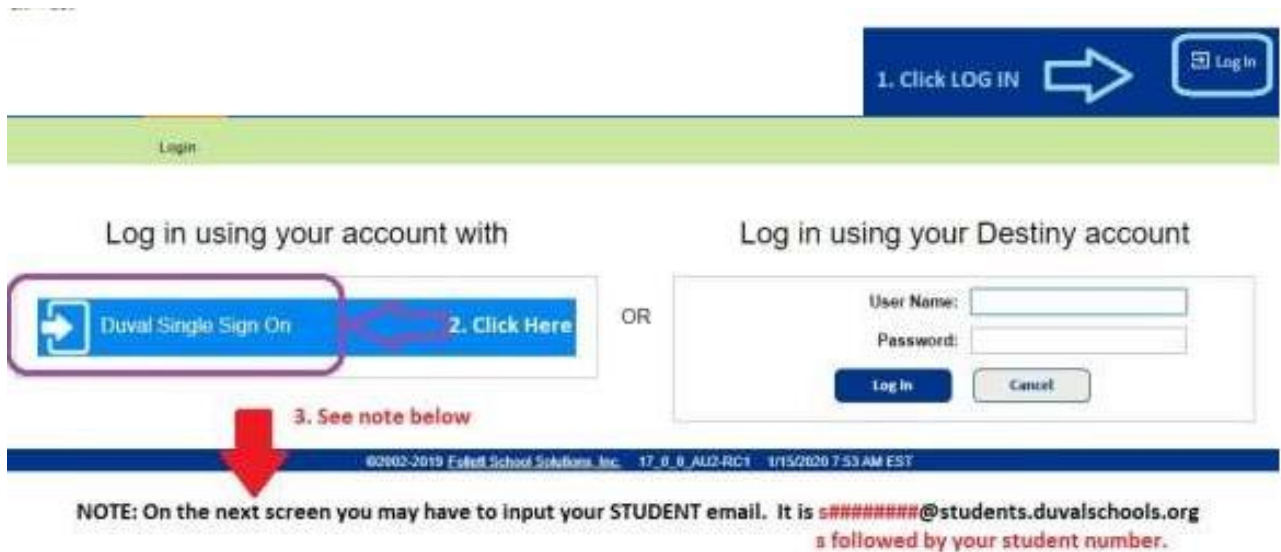
All students should be aware of any fines they have incurred over the time spent in a DCPS school so that when it comes to graduating, your process is expedited. Students can check their status by following the instructions below.

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. Locate your school's name and click on the link to go to the correct page.



4. Look in the top right-hand corner to find the link to Log In and click it
5. Click Duval Single Sign On

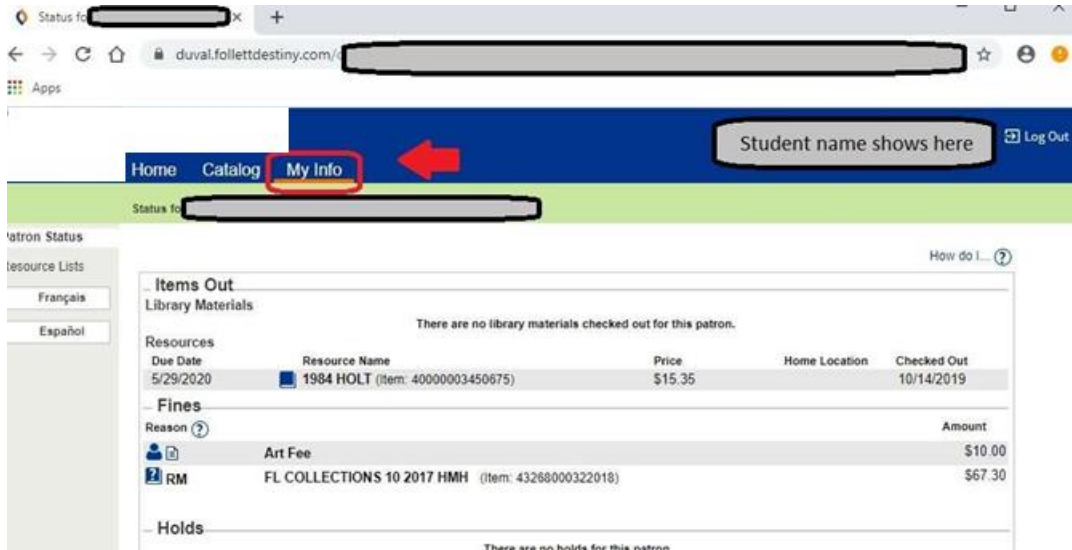


A screenshot of the login page with several annotations. At the top right, a blue button labeled 'Log In' is circled in blue, with an arrow pointing to it from the text '1. Click LOG IN'. Below this, the page is split into two sections: 'Log in using your account with' and 'Log in using your Destiny account'. In the first section, a blue button labeled 'Duval Single Sign On' is circled in purple, with an arrow pointing to it from the text '2. Click Here'. In the second section, there are input fields for 'User Name:' and 'Password:', and a 'Log In' button. A red arrow points from the text '3. See note below' to the bottom of the page. At the bottom, a blue footer bar contains copyright information. Below the footer, a red note states: 'NOTE: On the next screen you may have to input your STUDENT email. It is #####@students.duvalschools.org followed by your student number.'

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

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



The screenshot shows a web browser window with the URL `duval.follettdestiny.com/`. The navigation menu includes **Home**, **Catalog**, and **My Info**, with a red arrow pointing to **My Info**. A box labeled "Student name shows here" points to the user's name in the top right. The main content area displays the following information:

Items Out
Library Materials
There are no library materials checked out for this patron.

Resources

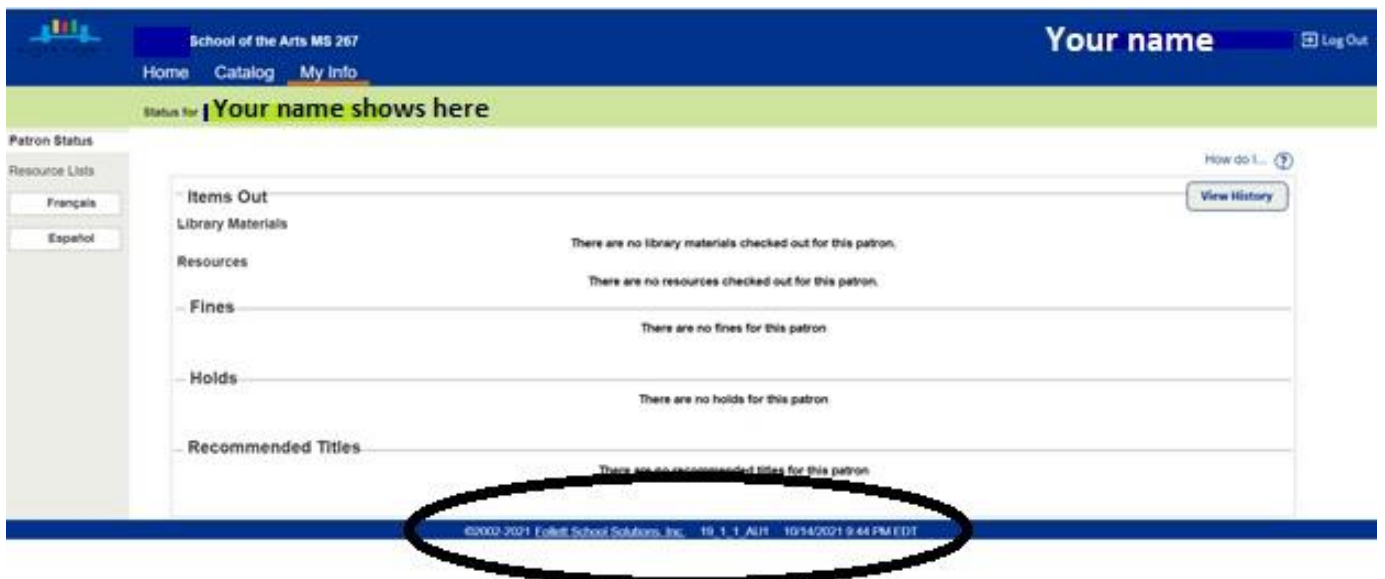
| Due Date | Resource Name | Price | Home Location | Checked Out |
|-----------|----------------------------------|---------|---------------|-------------|
| 5/29/2020 | 1984 HOLT (Item: 40000003450675) | \$15.35 | | 10/14/2019 |

Fines

| Reason | Amount |
|--|---------|
| Art Fee | \$10.00 |
| RM FL COLLECTIONS 10 2017 HMH (Item: 43268000322018) | \$67.30 |

Holds
There are no holds for this patron.

8. If you have any books out from previous years, now would be a good time to hunt them down and turn them in or pay for the books.
9. Outstanding balances can be paid online.
10. Once you clear your debt, you need to print the page so that it shows **your name**, and the **school's name** at the top, in the **middle there should be no evidence of debt in the FINES area**, and at the bottom, the date and time of printing.



The screenshot shows the library website with the user's name "Your name" and "School of the Arts MS 267" at the top. The navigation menu includes **Home**, **Catalog**, and **My Info**. The main content area displays the following information:

Items Out
Library Materials
There are no library materials checked out for this patron.

Resources
There are no resources checked out for this patron.

Fines
There are no fines for this patron.

Holds
There are no holds for this patron.

Recommended Titles
There are no recommended titles for this patron.

The footer of the page, circled in black, contains the text: ©2002-2021 Follett School Solutions, Inc. 19 1-1 AllR 10/14/2021 9:44 PM EDT