ATAC Lab Online Catalog FAQs

What is the WISD Online Catalog?

The WISD Online Catalog (sometimes referred to as "Destiny" or the "WISD Library") is a database that lists all the available assistive technology (AT) resources and tools, as well as testing kits, available for local teams to "check out" for trial purposes. These resources are housed in and managed by the Assistive Technology Alternative Communication (ATAC) Lab. The AT equipment checked out via the WISD Online Catalog should support the Assistive Technology Decision-Making Process.

Who can check out items from the catalog?

Faculty and staff who work within the Washtenaw Intermediate School District (WISD) can borrow WISD assistive technology items needed for trial with students during the Assistive Technology Decision-Making Process. In addition, testing kits are also available for staff within the WISD (e.g., speech and language pathologists, school psychologists) to borrow.

Where can I find the catalog and how can I search for items?

You can access the catalog by clicking here. Or you can also find the catalog via the WISD home page (www.washtenawisd.org): click "Staff" on the center-right of the page and then the "WISD Online Catalog" tile in the first column.

To search for items, click on the "Catalog" tab in in the upper-left corner and type keywords into the "Find" box.

How do I set up an account with the WISD Online Catalog?

In order to check out items from the WISD Online Catalog, you must have an account. You can Request an Account (https://www.washtenawisd.org/our-services/administrative-departments/ technology/application-support/destiny-library-registration/) at any time. You will receive a confirmation email within seven business days. This email will contain the username and password needed to check out materials housed in the ATAC Lab via the WISD Online Catalog.

How do I find and request an item in the WISD Online Catalog?

Since there is no walk-in service available for the ATAC Lab, patrons should use the WISD Online Catalog to request and borrow AT items and testing kits.

First, log in to the catalog using your username and password. To locate an item in the system, click on the "Catalog" tab in the upper-left corner and type keywords into the "Find" box.

Once you find the item you would like to check out, click on the item "Details" and then click "Hold It" in the bottom-right corner.*

*Please disregard the automated message in the catalog system indicating that the item is ready for pickup.

Unfortunately, this incorrect message is built into the system and cannot be turned off. If you wish to pick up the item, you will need to send an email to library@washtenawisd.org requesting a pickup instead of a delivery. By default, all items are van delivered to districts on Wednesdays.

What happens after an item is placed on hold?

Once you have placed an item on hold, it will be sent to you via the WISD inter-district van delivery service, which runs each Wednesday during the regular school year. On the Wednesday following your request, the WISD van will drop items off at a central location in your district, and your district will deliver it to the school associated with your account.* Delivery to your specific school can take several days.

If you wish to pick up the item from the WISD, you will need to send an email to library@washtenawisd.org requesting pickup instead of delivery. The ATAC Lab technician will contact you by email when your item is ready for pickup.

***If you have changed schools since your account registration, you must notify ATAC Lab technician** at library@washtenawisd.org. Account information does not automatically update in the catalog system.

How do I renew an item?

Items can be renewed via email. If you wish to renew an item, please send the request to library@washtenawisd.org indicating your wish to renew. Also, be sure to include information about the item. If another patron is not waiting for the item, it will be renewed, and you will be notified. If there is a wait list for the item, you may be asked to return it.

How do I return materials after I'm done using them?

Materials can be returned either by sending them back to WISD via van mail (ATTN: WISD ATAC Lab) or dropping it off on the red ATAC Lab cart near the WISD reception desk at the WISD Teaching and Learning Center.

What if I have a problem with an item?

Please report any problems you have with an AT item to library@washtenawisd.org. Please provide details of the problem, and someone will get back to you.

How do I receive help in using the WISD Online Catalog?

There are extensive help files on every page of the catalog. If you are having trouble with a particular function, simply click on the "?" button next to the category you have a question about or click on the "help" button located on the upper right-hand side of the page. A window will open with suggestions to assist you. Other questions may be sent to library@washtenawisd.org.