

# Documenting EBSCO Free Curriculum Guide

[EBSCO LearningExpress](#) is available to all public libraries and academic institutions in Texas for no cost. Follow these steps to use the curriculum for distance learning:

## 1. Acquire a Subscription Through Your Library:

Once your institution has a subscription, students can create a personal account on the platform.

## 2. Create Student Accounts

Once your institution has a subscription, students can create a personal account on the platform.

## 3. Document Student Hours, 2 Options:

- Students download a copy of their “My Center” account, and send it to the DL Lead.
- Students can capture an image of their “Score Report” at the end of the test or tutorial and send it to the DL Lead

## 4. Enter Proxy Hours

Use the [Learning Express Free Curriculum Proxy Hour Guide](#) to log proxy hours.