Copley Memorial Hospital
Policy & Procedure

Title: Opening COI Survey   **Author: Darby Lang**

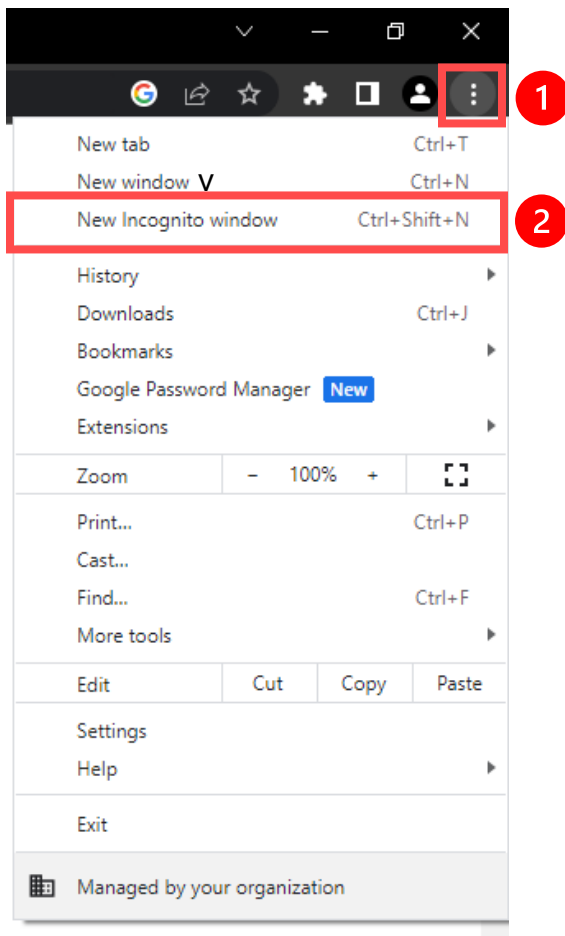**Date Initiated:** July 24, 2023   **Next Review Date:** July 24, 2023
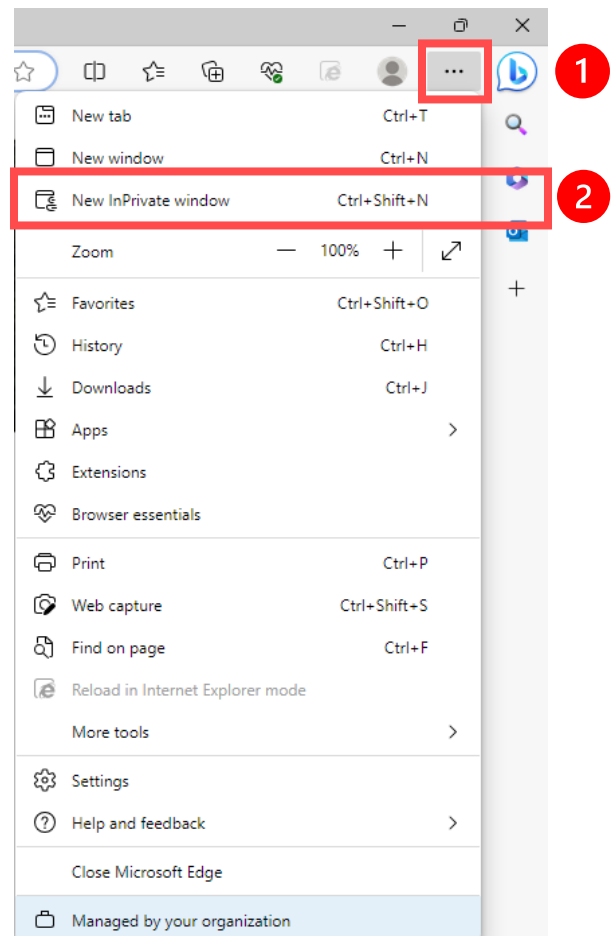
Purpose

Opening COI Survey

Procedure

1. Navigate to a web browser (Chrome, Edge, Safari, etc.)
2. Open an Incognito/InPrivate browsing window by one of the below methods
    a. Clicking CTRL + Shift + N on your keyboard
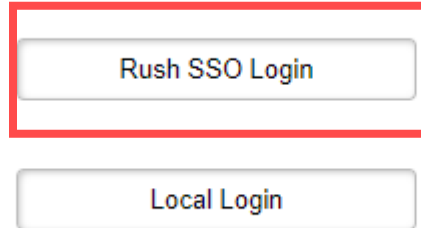   b. Clicking the three dots in the top right-hand corner of your screen then selecting Incognito/InPrivate
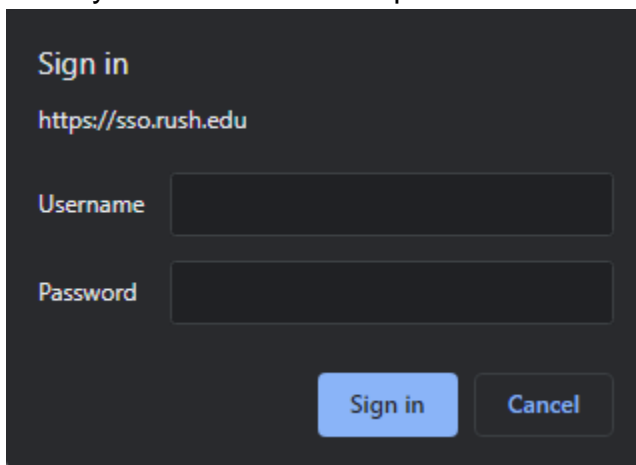
Google Chrome   **Microsoft Edge**

3. Navigate to the following URL: https://webemail.rush.edu/
4. Enter your rush email and password to login
   a. Click the hyperlink that appears to "open this mailbox with the best performance:"
5. Find the COI Survey in your email, and select "Rush SSO Login"

6. Enter your Rush email and password once again to complete the survey