

Copley Memorial Hospital
Policy & Procedure

Title: Opening COI Survey

Author: Darby Lang

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Next Review Date: July 24, 2023

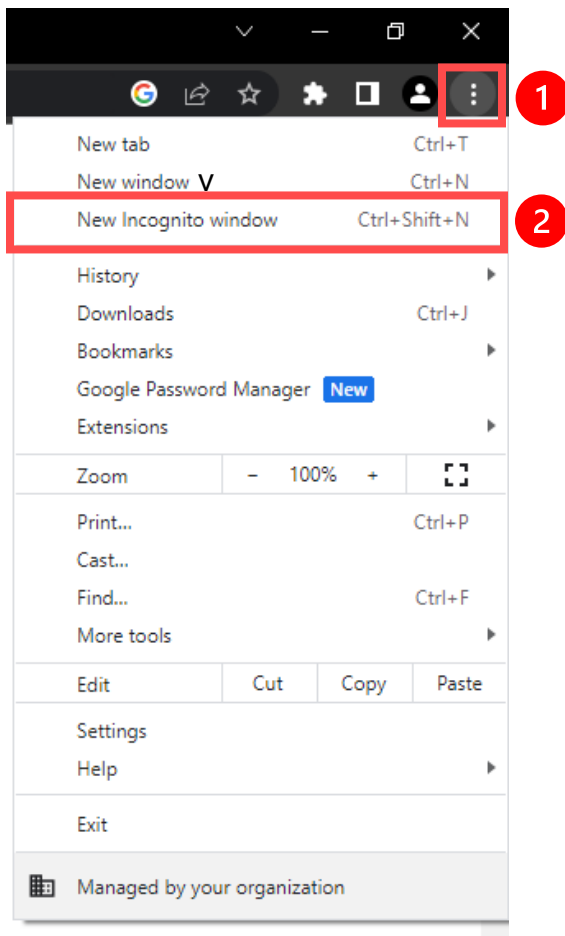
Purpose

Opening COI Survey

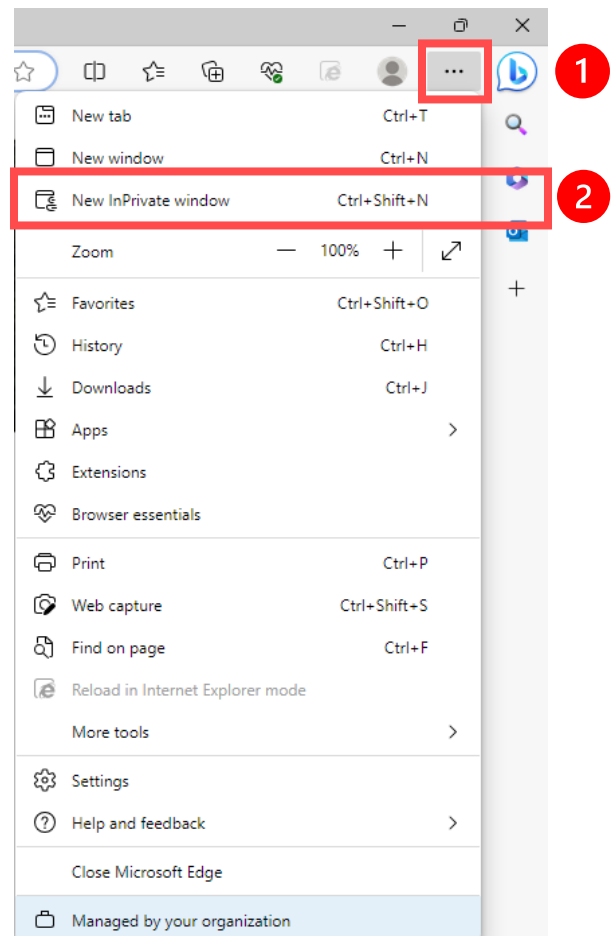
Procedure

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

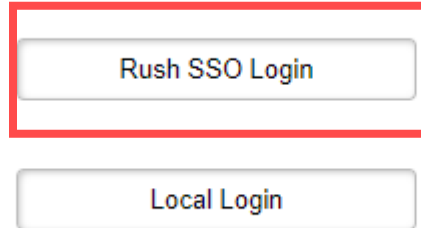
Google Chrome



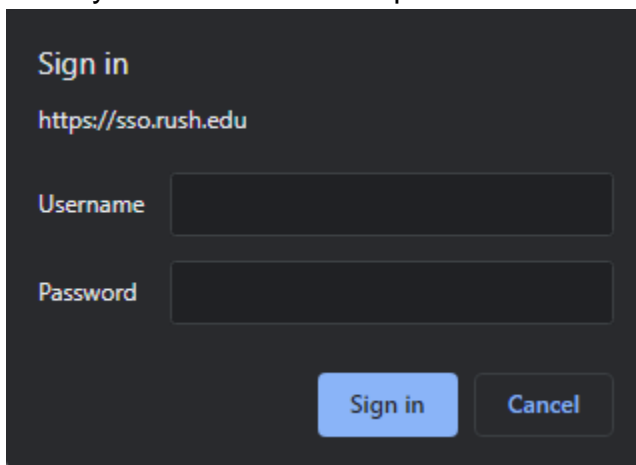
Microsoft Edge



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

The image shows a dark-themed "Sign in" dialog box. At the top, it says "Sign in" in white text, followed by the URL "https://sso.rush.edu" in a smaller font. Below the URL are two input fields: "Username" and "Password". At the bottom of the dialog are two buttons: "Sign in" (highlighted in blue) and "Cancel".