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