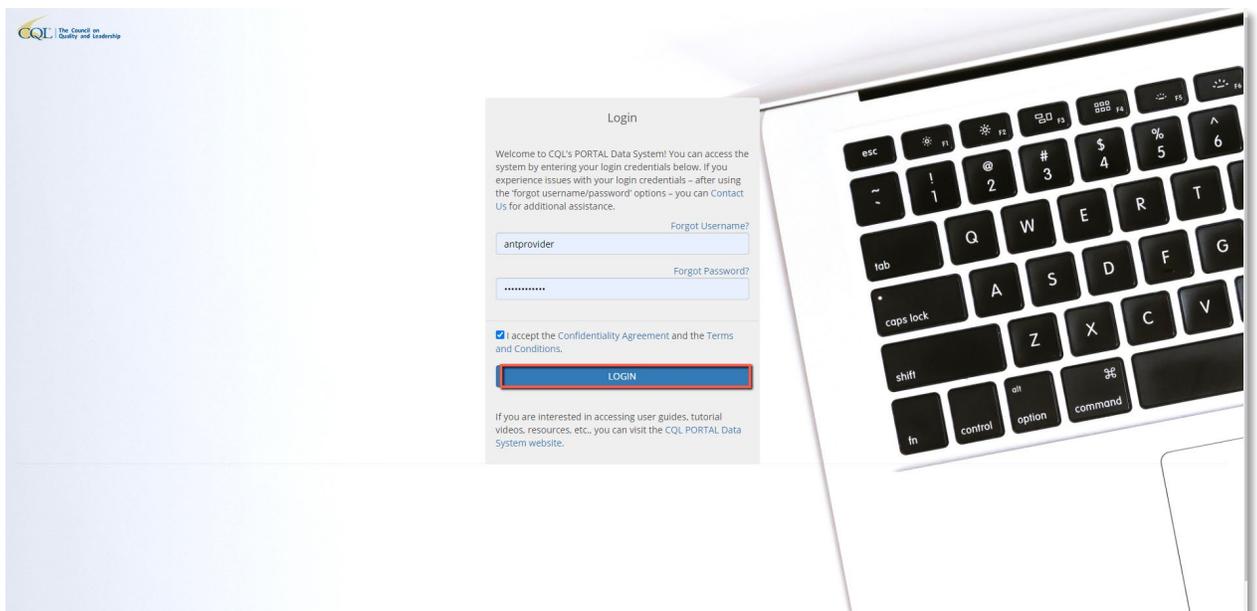


Logging In/Out of CQL’s PORTAL Data System

Users will be able to log into CQL’s PORTAL Data System to access the CQL survey module.

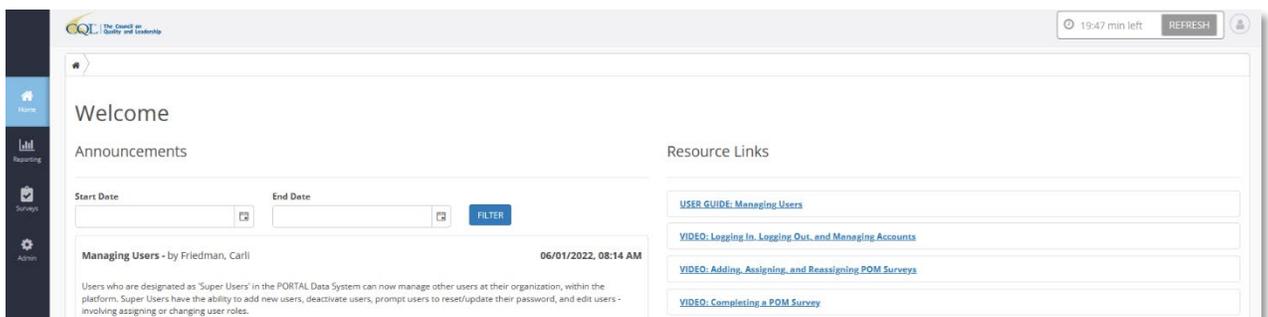
Logging into CQL’s PORTAL Data System

1. Users can log in by going to cqlcx.medisked.net
2. From the login page a user will enter their username and password. Click the check box next to “I accept the Confidentially Agreement and the Terms and Conditions”. (Which a user can click on the link at any time to read those terms and conditions) and click **Login**.



3. The user will be taken to the CQL home page where they will see announcements from CQL and links to video instruction and .pdf manuals. The user will navigate to the rest of the database from the tabs on the left-hand side.

Note: The tabs will differ based on the user’s role.

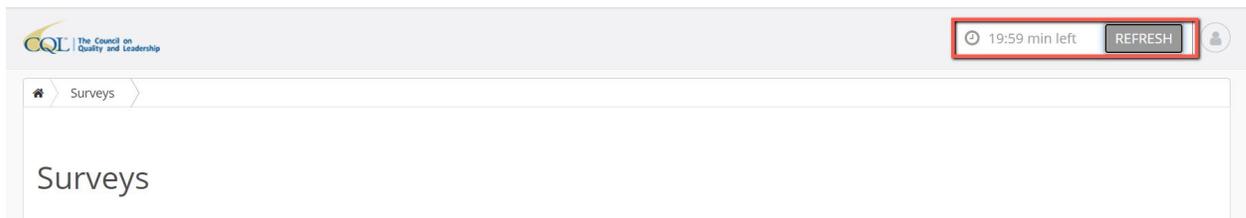


Note: Reference the Basic Assurances® or POM Survey guide on how to create and edit a survey.

Logging out of CQL’s PORTAL Data System

Automatic Timeout

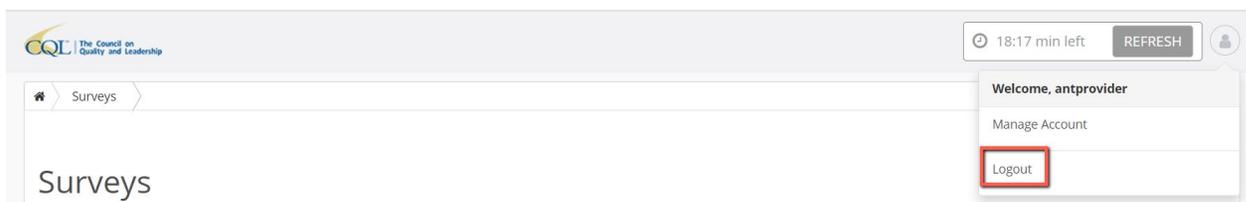
1. A user will automatically be logged out of CQL’s PORTAL Data System if they remain inactive for 20 mins. A timer on the top right hand of the page will indicate time remaining prior to automatic log out.



Note: The time will continuously reset back to 20:00 as the user clicks throughout CQL’s PORTAL Data System and within the Survey module.

Manual Logout

1. A user should always log out by left clicking on the person icon and selecting **Logout**



2. User will be logged out and taken to the sign in screen.