How to: Lookup Position ID

Objective: You want to look up the position ID – the unique identifier – for a position.

Step 1: Sign-in to Interfolio through *Gibson Online*
Note: You can also log-in directly through Interfolio - account.interfolio.com/sso.

Step 2: Navigate to "Positions" under "Faculty Search" in the left-hand menu.

Step 3: Find your desired position and see the Position ID beneath the title.
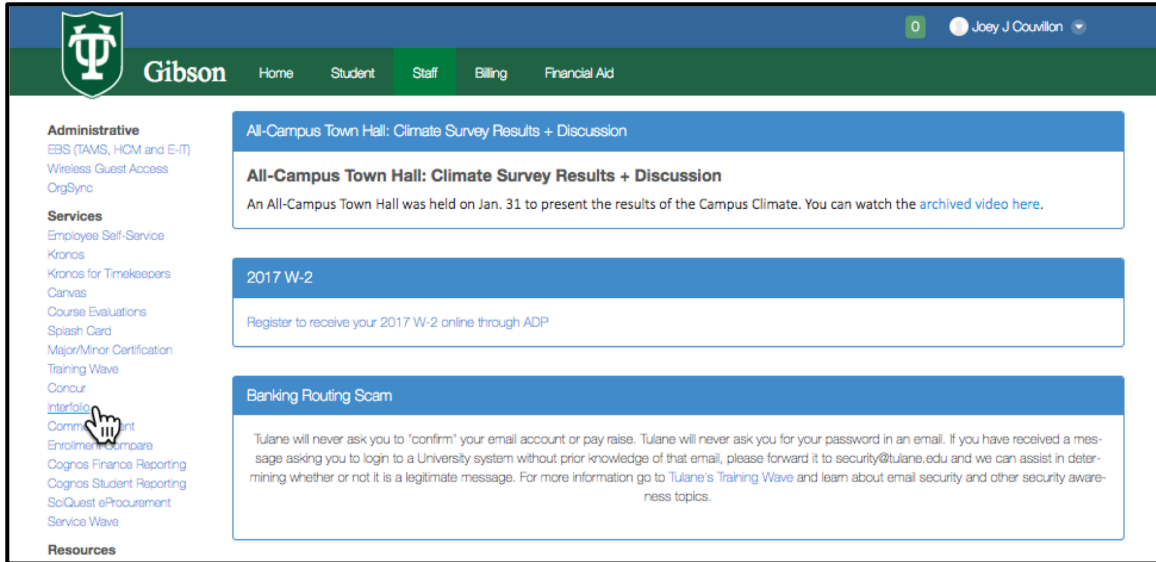

Finished
For an illustrated version of these instructions, please continue through the rest of the document.
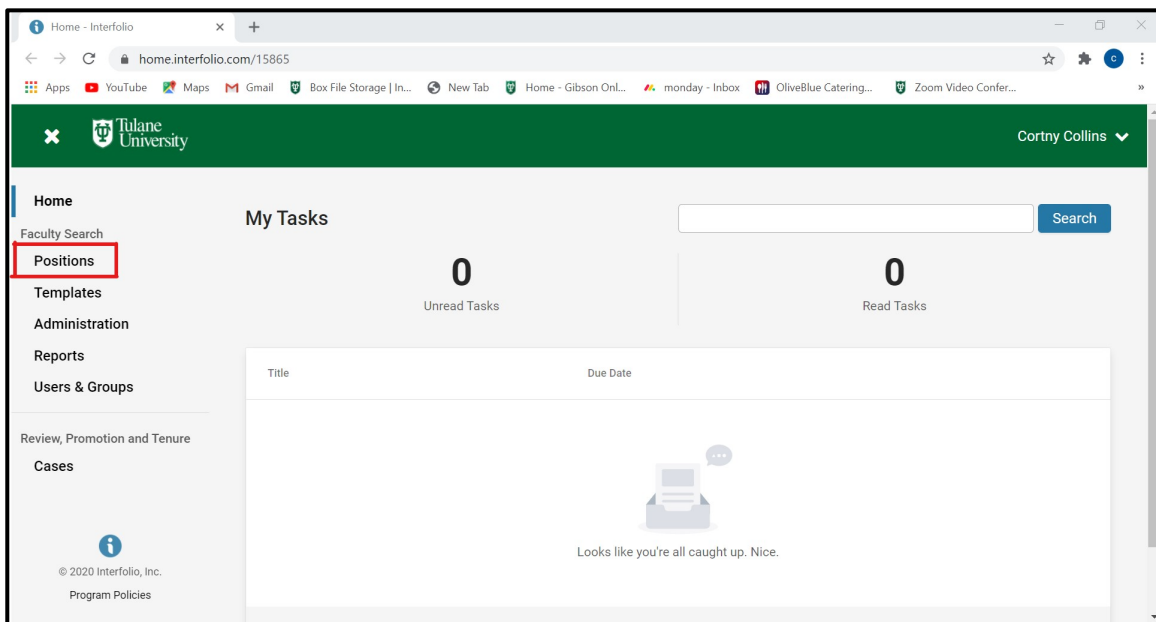
How to: Lookup Position ID (Illustrated)

Objective: You want to look up the position ID – the unique identifier – for a position.

Step 1: Sign-in to Interfolio through _Gibson Online_
> _Note: You can also log-in directly through Interfolio - account.interfolio.com/sso._

Step 2: Navigate to "Positions" under "Faculty Search" in the left-hand menu.

Step 3: Find your desired position and see the Position ID beneath the title.

Finished

For additional questions please contact the Office of Academic Affairs at aapops@tulane.edu.