



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

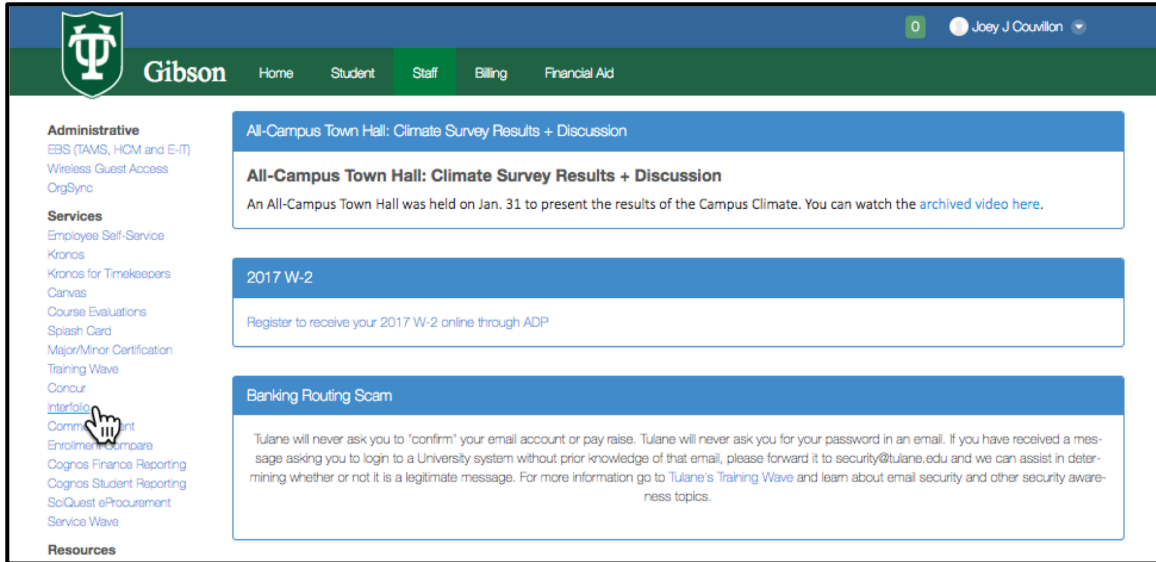
For an illustrated version of these instructions, please continue through the rest of the document.

How to: Lookup Position ID (Illustrated)

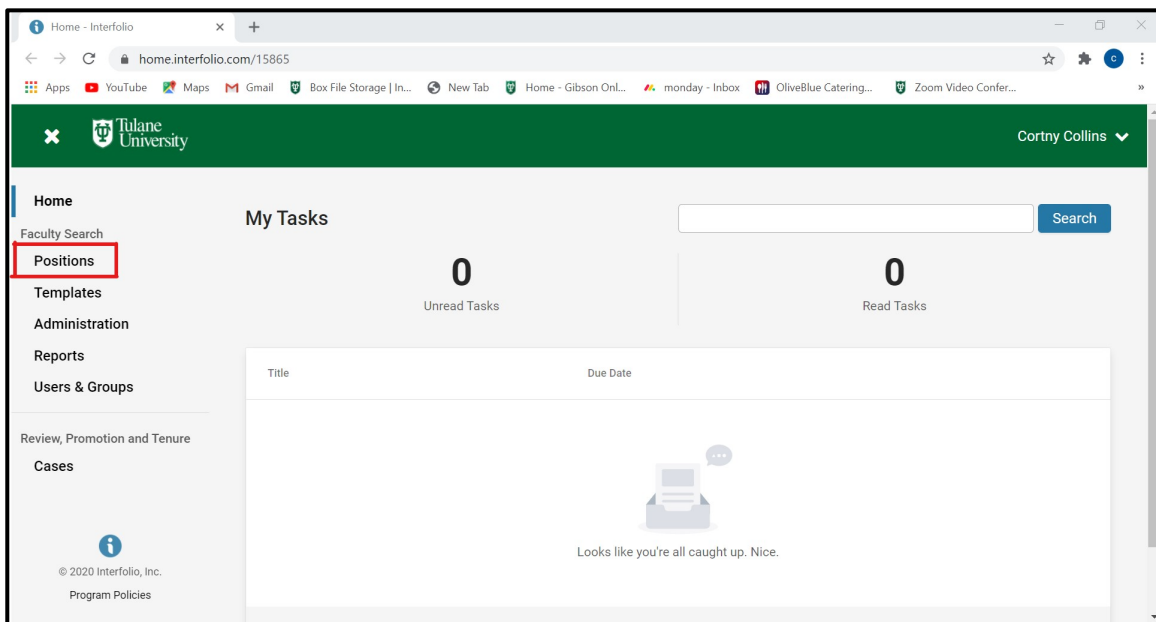
Objective: You want to look up the position ID – the unique identifier – for a position.

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.

Tulane University

Joey Couvillon

Home

Your Packets

Faculty 180

Announcements & Help

Account Access

Administration

Faculty Search

Positions

Templates

Administration

Reports

Users & Groups

Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

Tulane University >

Positions

New Position

Search for positions

test Filter Clear Filters

Position	Status	Application Information	EEO Notes
Tenure Track, Assistant Professor, Administrative Systems - DO NOT POST Academic Affairs Test Environment Other ID:75234	Accepting Applications	0 applications Opens: May 30, 2021	Add
test School of Liberal Arts Faculty ID:43179	-	0 applications Opens: Jan 22, 2019	Add
test School of Liberal Arts Faculty ID:51702	-	0 applications Opens: Aug 26, 2019	Add
TEST EEO Form Changes - DO NOT POST Academic Affairs Test Environment Faculty ID:69966	Accepting Applications	1 applications Opens: Feb 4, 2021	Add
Untitled Position Academic Affairs Test Environment Faculty ID:69967	-	0 applications Opens: Feb 4, 2021	Add

Finished

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