

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 <u>*Gibson Online</u> Note: You can also log-in directly through Interfolio - <u>account.interfolio.com/sso</u>.*</u>

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 - <u>account.interfolio.com/sso</u>.

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|---|--|--|--|--|--|
| Gibson | Home Student Staff Billing Financial Aid | | | | |
| Administrative | All-Campus Town Hall: Climate Survey Results + Discussion | | | | |
| EBS (TAMS, HOw and E-IT) Wireless Guest Access OrgSync | All-Campus Town Hall: Climate Survey Results + Discussion | | | | |
| Services Employee Self-Service | An All-Campus fown Hall was held on Jan. 31 to present the results of the Campus Climate, fou can watch the archived video here. | | | | |
| Kronos for Timekeepers Canvas | 2017 W-2 | | | | |
| Course Evaluations Splash Card | Register to receive your 2017 W-2 online through ADP | | | | |
| Training Wave Concur | Banking Routing Scam | | | | |
| Community Compare Cognos Finance Reporting Cognos Finance Reporting Cognos Studient Reporting SciQuest eProcurement Service Wave | Tulane will never ask you to "confirm" your email account or pay raise. Tulane will never ask you for your password in an email. If you have received a mes- sage asking you to login to a University system without prior knowledge of that email, please forward it to security@tulane.edu and we can assist in deter- mining whether or not it is a legitimate message. For more information go to "Tulane's Training Wave and learn about email security and other security aware- ness topics. | | | | |
| Resources | | | | | |

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

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| ★ ♥ Tulane University | | | | Cortny Collins 🗸 | | |
| Home Faculty Search Positions Templates | My Tasks | 0 | | Search O | | |
| Administration | | Unread Tasks | | Read Tasks | | |
| Reports Users & Groups | Title | Due Dat | e | | | |
| Review, Promotion and Tenure Cases | | | | | | |
| © 2020 Interfolio, Inc. Program Policies | Looks like you're all caught up. Nice. | | | | | |

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

| ★ ♥ Tulane University | | Joey (| Joey Couvillon 🗸 | |
|---|---|------------------------|--|-----------|
| Home Your Packets | Tulane University > Positions | | | |
| Faculty 180 Announcements & Help Account Access | Search for positions test Q Filter Clear Filters | | | |
| Administration v | Position 🗸 | Status 🖨 | Application Information \clubsuit | EEO Notes |
| Faculty Search | 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 |
| Positions Templates Administration Reports Users & Groups | 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 |
| Review, Promotion and Tenure Cases | Untitled Position Academic Affairs Test Environment Faculty ID:69967 | - | 0 applications Opens: Feb 4, 2021 | Add |
| Templates | | | | |
| Administration | | | | |
| Reports | | | | |
| Users & Groups | | | | |

Finished

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