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](http://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.

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**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.