Purpose: This guide lists the steps required to locate and view your Aurion Identification (ID) number.

The Aurion ID is the unique person identifier for staff in the University. Each staff member is assigned one Aurion ID. This ID is the same for each active placement an employee holds with the University. It is common for an employee with multiple appointments to have more than one employee number, but all staff will only have one Aurion ID.

A number of systems at the University hold data about staff. The Aurion ID is one of the key sources that allow the data from multiple different sources to be matched.

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<th>Steps</th>
<th>Instruction – How to view your Aurion ID</th>
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<tr>
<td>Step 1</td>
<td>From the MyAurion tab, click the Job button to access the grids in the Job summary panel on the left-hand side of the Job portal, as shown below.</td>
</tr>
</tbody>
</table>

![MyAurion tab with Job button highlighted]

| Step 2 | From the HR Profile grid, click the Expand icon (.expand). The grid opens and provides access to the HR Profile record, as shown below. |

![HR Profile grid with expand icon highlighted]
### Viewing your Aurion ID

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<td>Step 3</td>
<td>From the HR Profile grid, select the HR Profile record. Your detailed HR profile displays in the HR Profile detail panel on the right-hand side of the Job portal – showing both personal data and information about your job. Your Aurion ID is displayed in the Personal Details section, as highlighted below.</td>
</tr>
</tbody>
</table>

**Note:** Changes to an employee’s HR profile can only be actioned by HR staff. If your HR profile requires update or contains an error, contact your local HR representative.