Assign training to a whole department

Assign a course to everyone in a department, or to any filtered group, in a few clicks.

For: Administrators, Managers · Updated November 21, 2026 · https://hipaacertify.com/index.php/support/article/assign-to-department

1. Go to **Employees**.
2. Set **Filter by Department** to the department. You can also filter by **Training**, for example **No Training Assigned**.
3. Check the box in the table header to select the page, then click **Select all [number] matching** .
4. In the bar that appears, click **Assign Training**.
5. Choose the course(s), add an optional **Due Date**, and click **Assign Training**.

Everyone matching your filter is included, even across several pages. People who already have that course in progress are skipped.

> **TIP**
>
> The **Assign Training** page from the sidebar also groups people by department. That's handy for picking a few people from several departments.

Need more help? Visit https://hipaacertify.com/index.php/support or contact us at https://hipaacertify.com/index.php/contact.

Downloaded Nov 22, 2026 — check the link above for the latest version.