Assign training to employees

Pick employees and courses, set an optional due date, and understand who gets emailed.

For: Administrators, Managers · Updated November 24, 2026 · https://hipaacertify.com/index.php/support/article/assign-training

You need an active plan to assign training. See Choose a plan.

Assign training

1. Click **Assign Training** in the sidebar.
2. Under **Select Employees**, check the people to assign. They're grouped by department. Use **Select All** for everyone.
3. Under **Training Program(s)**, select one or more courses. To pick several, hold **Ctrl** (Windows) or **Cmd** (Mac) while clicking. A preview of the course you clicked last appears beside the list.
4. Optional: pick a **Due Date**. It must be a future date. Leave it blank for no due date.
5. Click **Assign Training**.

You'll see **Assigned [training]: [number] assignment(s) created.** The **Training Assignments** list opens.

Who gets an email

- **Invited employees** get **New HIPAA Training Assigned - Action Required** right away, with the due date and a sign-in button.
- **People you haven't invited yet** don't get this email. The training is waiting for them after they accept their invitation. See Invite employees.

Things to know

- If someone already has the same course **not yet finished**, it's skipped. You'll see **[number] skipped (already assigned and not yet completed).**
- Someone who **completed** a course can be assigned it again. See Assign annual refresher training.

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- You can also assign from the **Employees** page: click **Assign** in one person's row, or select several people and click **Assign Training** in the bulk bar.

See all assignments

The **Training Assignments** list is at **hipaacertify.com/admin/assignments**. It shows each person, course, progress, due date and status.

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

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