Invite employees so they can sign in

Send invitation emails one at a time, to everyone pending, or to a selection — and what employees receive.

For: Administrators, Managers · Updated November 22, 2026 · https://hipaacertify.com/index.php/support/article/invite-employees

New employees, whether added one at a time or by CSV import, are **not** emailed automatically. You decide when to invite them. This lets you set everything up first.

People who haven't been invited show an **Invite Not Sent** badge on the **Employees** page. A banner at the top shows how many are waiting.

Invite everyone who's waiting

1. Go to **Employees**.
2. In the banner that says **[number] employees have not been invited yet**, click **Send All Invites**.
3. Confirm. You'll see **Invitations sent to [number] employee(s).**

Invite one person

On the **Employees** page, click **Send Invite** in that person's row.

Invite a selection

1. Check the box next to each person. To select everyone that matches your current search or filters, check the top box, then click **Select all [number] matching**.
2. Click **Send Invites** in the bar that appears.

Anyone already invited is skipped.

What employees receive

An email titled **You've Been Invited to HIPAA Training - [your organization]** with:

- a **Set Up Your Password** button, valid for **72 hours**
- your organization's login link to bookmark

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Emails usually arrive within a minute or two.

> **NOTE**
>
> Once someone has been invited, **Send Invite** no longer appears for them. If their link expired or they lost the email, click **Reset PW** instead. It sends a fresh link to set a password. See Send an employee a password reset.

> **TIP**
>
> Training you assign **before** inviting someone doesn't email them about that assignment. When they sign in after accepting the invitation, the training is waiting on their dashboard.

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

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