Remove or change an assignment

Take back training you assigned by mistake, or change its due date.

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

1. Go to **hipaacertify.com/admin/assignments**. You'll also land there right after assigning training.
2. Find the assignment and click **Remove**, then confirm **Remove this assignment?**

You'll see **Assignment has been removed.** Any progress on that assignment is discarded.

Changing a due date

Due dates can't be edited. Remove the assignment, then assign it again with the new date.

> **NOTE**
>
> **Completed** assignments can't be removed. They're part of your compliance record. If you see **Cannot delete a completed assignment.**, that's why.

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