

Help Center / Managers & administrators

Add a manager to help run training

Invite a co-administrator, what they can do, and how to resend or remove their invitation.

For: Administrators · Updated October 27, 2026 · <https://hipaacertify.com/support/article/add-a-manager>

Only the **account owner** can add or remove managers.

Invite a manager

1. Click **Employees** in the sidebar.
2. In the **Administrators** box near the top, click **Manage**.
3. Click **Add Manager**.
4. Enter their **Full Name** and **Email Address**, then click **Send Invitation**.

They get an email titled **You've Been Invited to Administer [your organization] on HIPAA Certify** with a **Set Up Your Password** button. The link is valid for 72 hours.

What managers can do

Managers can do everything the owner can, except **change the plan, cancel the subscription, or add and remove managers**. That includes:

- adding, importing, editing and removing employees
- assigning training and viewing every report
- updating the payment method

Managers see the whole organization. You can't limit a manager to one department.

See [Account owner, managers and employees](#) for a full comparison.

Resend an invitation

On the **Administrators** page, managers who haven't signed in yet show **Never — invite pending**

. Click **Resend Invite** to send a fresh link.

Messages you might see

Message	Meaning
This email belongs to an existing employee...	That person is on your Employees list. Remove them as an employee first, then add them as a manager. Their training history comes with them.
This person is already a manager.	They're already on the Administrators page.
This email belongs to the account owner.	That's your own address.

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