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 November 17, 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.

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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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