Add an employee

Add one person at a time, what each field does, and what happens next.

For: Administrators, Managers · Updated November 16, 2026 · https://hipaacertify.com/support/article/add-an-employee

Add one employee

1. Click **Employees** in the sidebar.
2. Click **Add Employee**.
3. Fill in the form:
   - **Full Name** (required)
   - **Email Address** (required). This is the address they'll sign in with and where their invitation goes.
   - **Job Title**, **Department** and **Hire Date** (optional)
   - **Job Codes** (optional, shown only if you've created job codes)
4. Click **Add Employee**.

You'll see **Employee [name] has been added. No invitation sent yet — use Send Invite when you're ready.**

> **IMPORTANT**
>
> Adding an employee does **not** email them. They can't sign in or receive training emails until you click **Send Invite**. See Invite employees.

Adding many people?

Use a spreadsheet instead. See Import employees from a CSV file.

Messages you might see

Message	What to do
This employee already exists in your organization.	That email is already on your Employees list. Search for it there.

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Message	What to do
You've reached your [plan] plan limit of [number] employees…	Upgrade your plan, or remove people who no longer need training. See Employee limits and what counts.
The email field must be a valid email address.	Check for typos and spaces.

TIP

Bringing back someone you removed? Add them again with the same email address. Their account and past training history are restored. See Remove an employee.

NOTE

The same person can be an employee at more than one organization with the same email. Each organization has its own account and training records.

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