

Help Center / Assigning training

Assign training to a whole department

Assign a course to everyone in a department, or to any filtered group, in a few clicks.

For: Administrators, Managers · Updated October 27, 2026 · <https://hipaacertify.com/support/article/assign-to-department>

1. Go to **Employees**.
2. Set **Filter by Department** to the department. You can also filter by **Training**, for example **No Training Assigned**.
3. Check the box in the table header to select the page, then click **Select all [number] matching**.
4. In the bar that appears, click **Assign Training**.
5. Choose the course(s), add an optional **Due Date**, and click **Assign Training**.

Everyone matching your filter is included, even across several pages. People who already have that course in progress are skipped.

TIP

The **Assign Training** page from the sidebar also groups people by department. That's handy for picking a few people from several departments.

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