

Help Center / Sign-in & passwords

Your first sign-in as an employee: set up your password

Use the invitation email from your organization to create your password and start training.

For: Managers, Employees · Updated October 27, 2026 · <https://hipaacertify.com/support/article/employee-first-sign-in>

Your organization creates your account for you. You'll get an email when they're ready for you to start.

Set up your password

1. Find the email with the subject **You've Been Invited to HIPAA Training** - followed by your organization's name. Managers receive **You've Been Invited to Administer** your organization instead.
2. Click [Set Up Your Password](#).
3. On the **Welcome** page, enter a password of at least 8 characters, type it again, and click [Set Password & Sign In](#).

You're signed in right away. Employees land on **My Training Dashboard** and managers land on the admin **Dashboard**.

TIP

The invitation also shows **Your Login URL**. Bookmark it. That's where you'll sign in next time with your email and new password.

Good to know

- The setup link works for **72 hours** after the email was sent.
- After you've signed in once, the setup link stops working. If you open it again, you'll see **This account is already active — sign in with your password, or use "Forgot Password"**.
- You can't sign up on your own as an employee. If you haven't received an invitation, ask your administrator to send it. They need to click **Send Invite** next to your name.

Link expired or showing **Access Denied**? See [Invitation link expired or shows "Access Denied"](#).

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