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 November 16, 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".

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