Account owner, managers and employees: who can do what

The three kinds of accounts in an organization and what each one can see and do.

For: Administrators, Managers, Employees · Updated November 16, 2026 · https://hipaacertify.com/support/article/roles-explained

Every organization in HIPAA Certify has three kinds of accounts.

	Account owner (Administrator)	Manager	Employee
Add, import, edit and remove employees	Yes	Yes	No
Send invitations and password resets	Yes	Yes	No
Assign training and set due dates	Yes	Yes	No
View reports, certificates and exports	Yes	Yes	Own only
Departments, job codes and SSO settings	Yes	Yes	No
Subscribe and update the payment method	Yes	Yes	No
Change plan or cancel the subscription	Yes	No	No
Add or remove managers	Yes	No	No
Take assigned training and earn certificates	Yes	Yes	Yes

Account owner

The person who created the organization account. Under your name in the sidebar it says **Administrator**. On the **Administrators** page the owner is labeled **Owner**.

Managers

People the owner invites to help run training. Under their name it says **Manager**. Managers see **all** employees and departments in the organization. There's no option to limit a manager to one department.

Downloaded Nov 16, 2026 — check the link above for the latest version.

Employees

Staff who take training. Employees only see their own trainings and certificates.

> **NOTE**
>
> The weekly compliance email goes to the owner and every manager. See The weekly compliance email.

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

Downloaded Nov 16, 2026 — check the link above for the latest version.