

Take a training yourself (administrators and managers)

Preview courses as a learner and earn your own certificate from your admin account.

For: Administrators, Managers · Updated October 27, 2026 · <https://hipaacertify.com/support/article/take-training-as-admin>

Administrators and managers can take any course from their own account. This is useful for previewing a course before rolling it out, and for your own annual training. Your progress and certificate count like anyone else's.

Assign it to yourself

1. Click [Assign Training](#).
2. In **Select Employees**, check your own name. Administrators and managers are listed alongside employees.
3. Choose the course(s) and click [Assign Training](#).

Open your training

Go to **My Training** at hipaacertify.com/admin/my-training. The [My Training](#) link also appears in the sidebar on the Billing page. If nothing is assigned yet, [Assign Training to Myself](#) takes you to the assign page with your name already checked.

Click [Start Training](#) or [Continue](#).

While you're in a course, a banner reads **You're taking this training as a student — your progress and certificate count**. Click **Back to My Training** to return.

Your certificate

When you finish, click [View Certificate](#). Your certificates are listed under **My Certificates** on the My Training page and in [Reports](#).

NOTE

Administrators and managers don't get automatic reminder emails for their own training.

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