



# Understanding the Registry

## Creating a Law Enforcement User Profile

**Step 1:** Log into the Medical Marijuana Use Registry <https://mmuregistry.flhealth.gov/>.

\*If you do not remember your password, learn how to reset it by [clicking here](#).

**Step 2:** Click on "Users" or "New Applicants."



**Step 3:** Click "New User."



**Step 4:** Enter the new user's information.

The screenshot shows a "User Information" registration form. The form has a dark blue header with the text "User Information". Below the header are several input fields for user information: Login Id, First Name, Last Name, Email Address, Street Address, Street Address 2, City, State (with "Florida" selected), ZIP Code, Primary Phone, and County (with "Select a County" as a dropdown option). A large red bracket on the right side of the form spans from the "Login Id" field down to the "County" field. A red text annotation next to the bracket reads: "Step 4: Enter the new user's information."

**Step 5:** Enter the User Role from the drop-down menu.

*\*The User Status and Organization fields are not editable.*

**Step 6:** Sign for the application by entering your first and last name.

**Step 7:** Click "Save."

The screenshot shows a registration form with the following sections and annotations:

- User Status:** A dropdown menu showing "Pending Training" with a red arrow pointing to it and the text "Not an editable field" in a grey box.
- User Role:** A dropdown menu showing "Select Role" with a red arrow pointing to it and the text "Step 5: Select User Role" in red.
- Organization:** A dropdown menu showing "Select an Organization" with a red arrow pointing to it and the text "Not an editable field" in a grey box.
- Signatures:** A blue header bar says "You must sign for this application". Below it, text reads "To sign below, supply **Test** in the First Name text box, and **Name** in the Last Name text box." There are two text input fields: "Type in your First Name:" and "Type in your Last Name:". A red bracket groups both fields with the text "Step 6: Enter your first and last name" in red.
- Disclaimer:** A small line of text: "The undersigned persons certify that the requested access to the Medical Marijuana Use Registry is for lawful purpose and is authorized under section 381.986, Florida Statutes, and Chapter 64-4, F.A.C. The information contained in this is guilty of a misdemeanor of the second degree punishable as provided in sections 775.082 or 775.083, Florida Statutes."
- SAVE:** A blue button with the word "SAVE" in white, with a red arrow pointing to it and the text "Step 7: Click 'SAVE'" in red.

Once the user has been created, they will receive two emails: one with the new user's username and another with a temporary password. Upon the new user's initial login, they will be required to electronically sign their name as it was entered by the Executive User or LE Manager, then the Medical Marijuana Use Registry will direct the user to take an online training.

\*Get help managing user accounts by [clicking here](#).

Upon completion of the training, the Office of Medical Marijuana Use will be notified and will review and approve the new user.

The new user will then receive an email stating they have access to the Medical Marijuana Use Registry.

All users (Executive User, LE Managers and Law Enforcement officers) must take the online training annually in order to continue to have access to the Medical Marijuana Use Registry.