

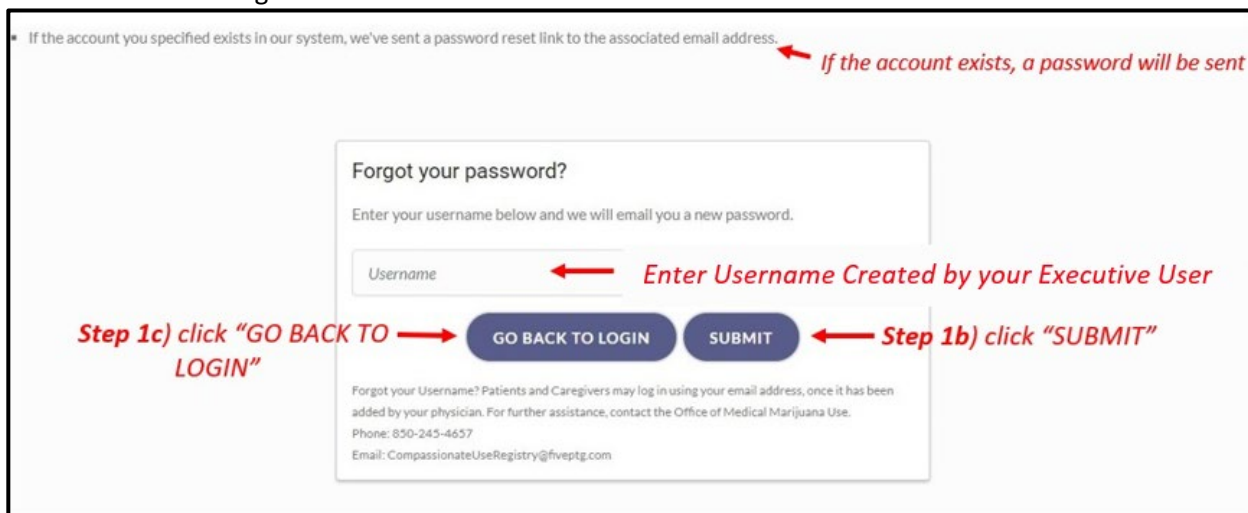


Understanding the Registry Law Enforcement Password Reset Login Instructions

Step 1: You can request to reset your password by going to the Registry at:

<https://mmuregistry.flhealth.gov/Public/ForgotPassword>.

- a) Enter your Username (the username created by your organization's Executive User).
- b) Click on "Submit." A message will state that if the account exists, a link has been sent to the email address.
- c) Click "Go Back to Login."



Step 2: Go to your email account and locate the email with "Password Reset" as the subject line. Utilize the most recent "Password Reset" email. The temporary link is only valid for one login attempt and must be used within 24 hours.

*If you do not find the "Password Reset" email, [click here](#) for additional information.

Step 3: Click on the "Reset Password" link in the email. This link will take you to the "Change Password" screen.



Step 4: Create your new password. You need to add a password to your Registry account that is unique to you. It must be at least 10 characters long and include each of the following:

- Lowercase letters (a-z)
- Uppercase letters (A-Z)
- Numbers (0-9)
- Special characters (!"#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~)

**You can click "Show Password" for help.*

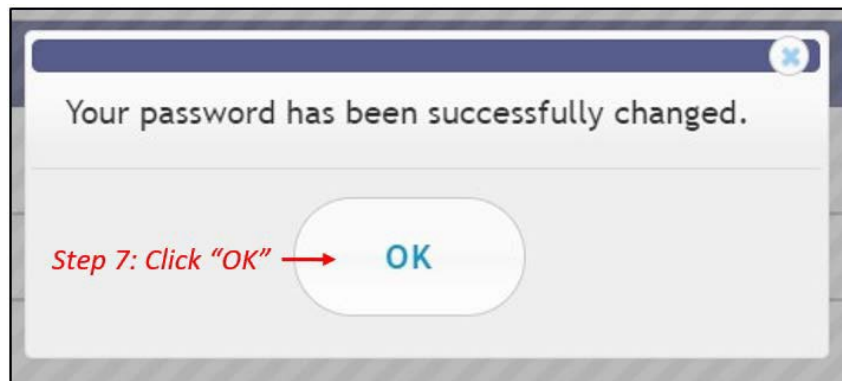
Step 5: Confirm your new password.

Step 6: Click "Submit."

The screenshot shows a 'Change Password' form with the following elements and annotations:

- New Password:** A text input field with a red arrow pointing to it and the text *Step 4: Type your new password*.
- SHOW PASSWORD:** A button with a blue arrow pointing to it and the text *Click to view hidden password*.
- Confirm New Password:** A text input field with a red arrow pointing to it and the text *Step 5: Confirm your new password*.
- SUBMIT:** A button with a red arrow pointing to it and the text *Step 6: Click submit*.
- Requirements:** A list of password requirements with a blue bracket on the left and the text *Will change to green as each criterion is met.*
 - Contains a lowercase letter
 - Contains an uppercase letter
 - Contains a number
 - Contains a special character
 - Contains at least 10 characters
 - Contains no spaces

Step 7: A message box will pop up stating, "Your password has been successfully changed." Click "Ok."



Step 8: You will be taken back to the home page where you must log in using the new password you created in Step 4.