

Understanding the Registry Creating a Law Enforcement User Profile

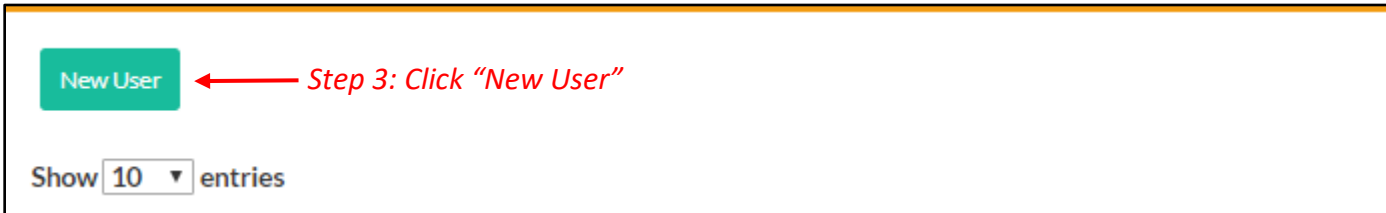
Step 1: Log into the Medical Marijuana Use Registry <https://mmuregistry.flhealth.gov/>.

*Get help logging in to the Medical Marijuana Use Registry by [clicking here](#).

Step 2: Click on "USERS" or "NEW APPLICANTS."



Step 3: Click "New User."



Step 4: Enter the new user's information.

User Information

Login Id:

First Name:

Last Name:

Email Address:

Street Address:

Street Address 2:

City:

State:

ZIP Code:

Primary Phone:

County:

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: Enter your first and last name.

Step 7: Click “Save.”

The screenshot shows a web form for creating a user. It has three main sections: 'User Status', 'User Role', and 'Organization'. Below these is a signature section with 'First Name' and 'Last Name' fields, and a 'Save' button at the bottom left. Red arrows and text annotations point to specific elements: 'Pending Training' is labeled 'Not an editable field'; 'Select Role' is labeled 'Step 5: Select User Role'; the 'First Name' and 'Last Name' fields are grouped and labeled 'Step 6: Enter your first and last name'; and the 'Save' button is labeled 'Step 7: Click “Save”'. A disclaimer is visible at the bottom of the signature section.

User Status:
Pending Training ← Not an editable field

User Role:
Select Role ← Step 5: Select User Role

Organization:
OMMU Test LEO's ← Not an editable field

You must sign for this application

Enter your name exactly as it is stored in the system to electronically sign for this applicant.

Type in your First Name:
[Text Field]

Type in your Last Name:
[Text Field]

Step 6: Enter your first and last name

The undersigned persons certify that the requested access to the Medical Marijuana Use Registry is for lawful purpose and is authorized under section 381.984, Florida Statutes, and Chapter 64-4, F.A.C. The information contained in this application and in any attached exhibit public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree punishable as provided in sections 775.082 or 775.083, Florida Statutes.

Save ← Step 7: Click “Save”

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 Master 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 (Master 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.

