



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.

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 web form for user creation. It is divided into several sections:

- User Status:** A dropdown menu showing "Pending Training". A red arrow points to this field with the text "Not an editable field".
- User Role:** A dropdown menu showing "Select Role". A red arrow points to this field with the text "Step 5: Select User Role".
- Organization:** A dropdown menu showing "Select an Organization". A red arrow points to this field with the text "Not an editable field".
- Signature Section:** A dark blue header reads "You must sign for this application". Below it, red text says "To sign below, supply **Test** in the First Name text box, and **leMaster** 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".
- Disclaimer:** Small text at the bottom of the signature section reads: "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 document is the property of the State of Florida and is confidential. It is to be used only for the purposes intended and is not to be disseminated outside of the intended recipients. It is the responsibility of the user to ensure that the information is not disclosed to unauthorized persons. 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 document is the property of the State of Florida and is confidential. It is to be used only for the purposes intended and is not to be disseminated outside of the intended recipients. It is the responsibility of the user to ensure that the information is not disclosed to unauthorized persons." A red arrow points to the "SAVE" button with the text "Step 7: Click 'SAVE'".
- SAVE Button:** A blue button with the word "SAVE" in white. A red arrow points to it with the text "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.