

## Understanding the Registry

### Law Enforcement Officer Initial Login Instructions

Your account is created by the Master User or LE Manager in your organization. Once your account has been created, you will receive 2 emails. One email will contain your username and the second email will contain your temporary password which you can use to log in to the Medical Marijuana Use Registry.

**Step 1:** Open your work email account.

**Step 2:** Locate and open the emails with “Medical Marijuana Use Registry New User Account” as the subject line. One email contains your username. The second email contains your temporary password. Remember your temporary password, you will use it to log in.

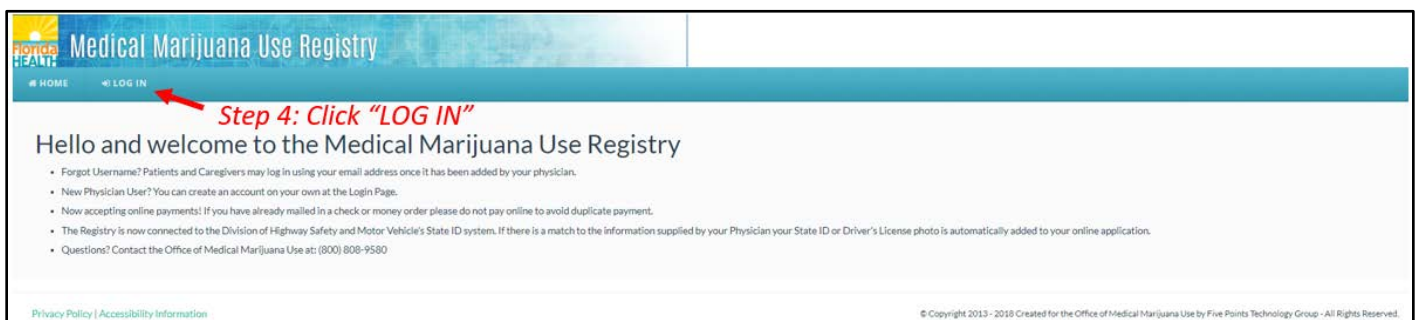
*Passwords in the Registry are case sensitive. Temporary passwords are in the following order: 3 capital letters, 2 lower case letters, 3 capital letters, a symbol and a number. For example, ABCdeHIJ#0 (please note that the lower-case L and a capital i look the same).*

\*If you do not find the “Office of Medical Marijuana Use New User Account” email, [click here](#) for additional information.

**Step 3:** Click on the Registry link provided in the email. This link takes you to the Registry’s home screen (website).



**Step 4:** Click on the “Log In” tab.



**Step 5:** Type your username and temporary password in the correct boxes on the screen.  
*The temporary password is case sensitive, it is only valid for one successful login attempt and must be used within 24 hours.*

**Step 6:** Click “Log In.”

The screenshot shows a login form with the following elements and annotations:

- Buttons: "Login" (green) and "Register" (grey).
- Username field: Annotated with "Step 5: Username created by the Master User".
- Password field: Annotated with "Step 5: Temporary password received in your email account – password is case sensitive".
- Remember Me checkbox: Annotated with "This button will remember your username".
- LOG IN button: A large blue button annotated with "Step 6: Click 'LOG IN'".
- Forgot Password? link: Located below the LOG IN button.

**Step 7:** After you log in, you will be instructed to change your password (read the message that will appear on your screen. “Your password has expired, it must be changed”).

**Step 8:** Type the temporary password into the “Current Password” box (this is the temporary password that was sent to your email in Step 2).

**Step 9:** Create your new password. You need to add a password to your Registry account that is unique to you. It must be 10 characters long and include each of the following:

- Uppercase letters (A, B, C ...)
- Lowercase letters (a, b, c ...)
- Numbers (1, 2, 3 ...)
- Special characters (for example: '#&\*(^\$() &? /)

**Step 10:** Click “Change Password.”

The screenshot shows a "Reset Password" form with the following elements and annotations:

- Message: "Your password has expired, it must be changed." Annotated with "Step 7: Comment stating your password has expired".
- Current Password field: Annotated with "Step 8: Enter the temporary password you used in the last screen".
- New Password field: Annotated with "Step 9: Create a new password. Passwords must have: at least 10 characters, including 1 upper case, 1 lower case, a symbol and a number".
- Confirm Password field: Annotated with "Step 9: Retype the password you created. Passwords must be typed identical to the New Password.".
- Change Password button: A green button annotated with "Step 10: Click 'Change Password'".

**Step 11:** A message box will pop up on your screen stating, “Your Password Has Been Successfully Changed.” Click “Ok.”

The screenshot shows a message box with the following elements and annotations:

- Message: "Your password has been successfully changed." Annotated with "Step 11: Message stating, 'Your password has been successfully changed'".
- Buttons: "Ok" (yellow) and "Close" (blue).

**Step 12:** You will automatically be redirected to your Registry home page.

Once you have successfully logged in, you will be required to electronically sign your name as entered by the Master User or LE Manager, then the Medical Marijuana Use Registry will direct you to take an online training.