



Understanding the Registry Law Enforcement Initial Login Instructions

Step 1: Open your 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 page.



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.”



After you log in, you will be instructed to change your password.

Step 7: Type your temporary password into the “Current Password” box (this is the temporary password that was sent to your email in Step 2).

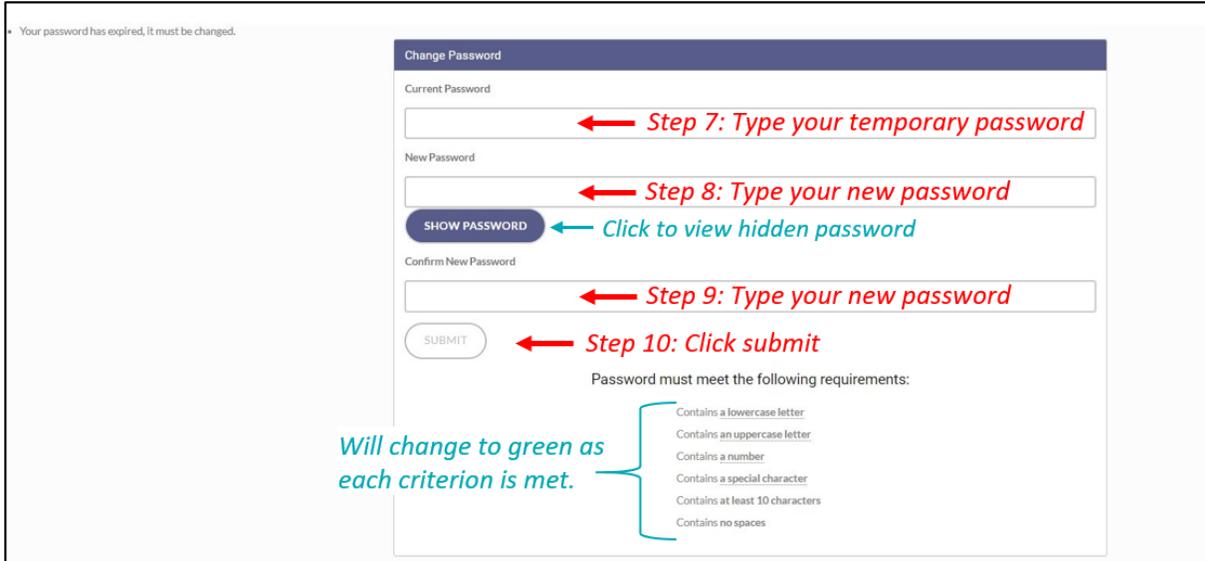
Step 8: Create your new password. You need to add a password to your Registry account that is unique to you. It must be 10 characters long and include each of the following:

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

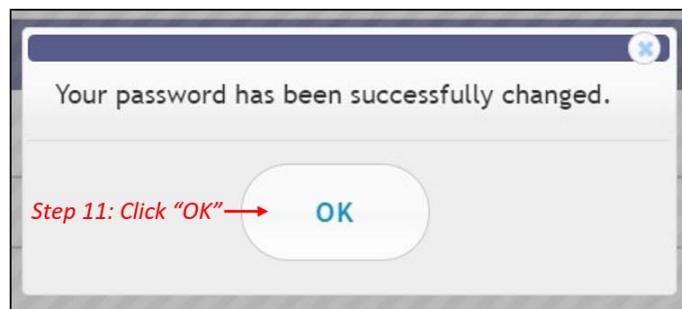
**You can click “Show Password” for help.*

Step 9: Confirm your new password.

Step 10: Click “Submit.”



Step 11: A message box will pop up stating, “Your password has been successfully changed.” Click “OK.”



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