



# Understanding the Registry

## Managing Accounts as an Executive User

As an Executive User, you can create and manage Medical Marijuana Use Registry accounts for law enforcement officers in your organization and monitor their user status. You can also delete users who no longer need access to the Registry.

**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:** Navigate to the “Users” menu option at the top of the page to view the users in your organization.



The “Users” page shows a list of all the users in your organization, their username, role, status and the last time they successfully logged in. Within this list, you can edit user information or delete users who are no longer affiliated with your organization. *This should be checked regularly to ensure that the users who are no longer in your organization do not have access to the Registry.*

Search Last Name	Search First Name	Search Login Id	Select a Role	Select a Status	Search Last Login	Edit/Delete
ALEO	Test	LEO	Law Enforcement	Pending Training		EDIT DELETE
BLEO	John	LEOM	Law Enforcement Manager	Inactive	1/21/2022	EDIT DELETE
CLEO	Jill	Executive LEO	Executive Law Enforcement Manager	Active	4/28/2022	EDIT DELETE

### To Reset a User's Password:

From the User List, click the “Edit” button next to the user whose password needs to be reset. Click the “Reset Password” button at the bottom of the user's profile. A temporary link will be emailed to the user.

## To Track a User's Status:

You can keep track of any new users who have not yet been approved by the OMMU.

**Step 1:** Navigate to the "New Applicants" menu option at the top of the page.



You can easily track the user's progress to make sure they have completed the required steps in order to be approved by the OMMU.

**Step 2:** To view the user details, click "View Application."



The screenshot shows the 'Application Information' form. It includes fields for 'Date Manager Signature', 'Date User Signature', 'Date Executive Approval', and 'DateLastTraining'. A red bracket groups the 'Date User Signature' and 'Date Executive Approval' fields, with the text 'User has NOT signed nor completed the training' written in red.

**Application Information**

Date Manager Signature: 8/13/2021 3:19:01 PM

Date User Signature: [Empty]

Date Executive Approval: 8/13/2021 3:19:01 PM

DateLastTraining: [Empty]

**User has NOT signed nor completed the training**

GO BACK

\*Get help creating a new user by [clicking here](#).