

## Understanding the Registry Managing Accounts as a Master User

As a Master 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.

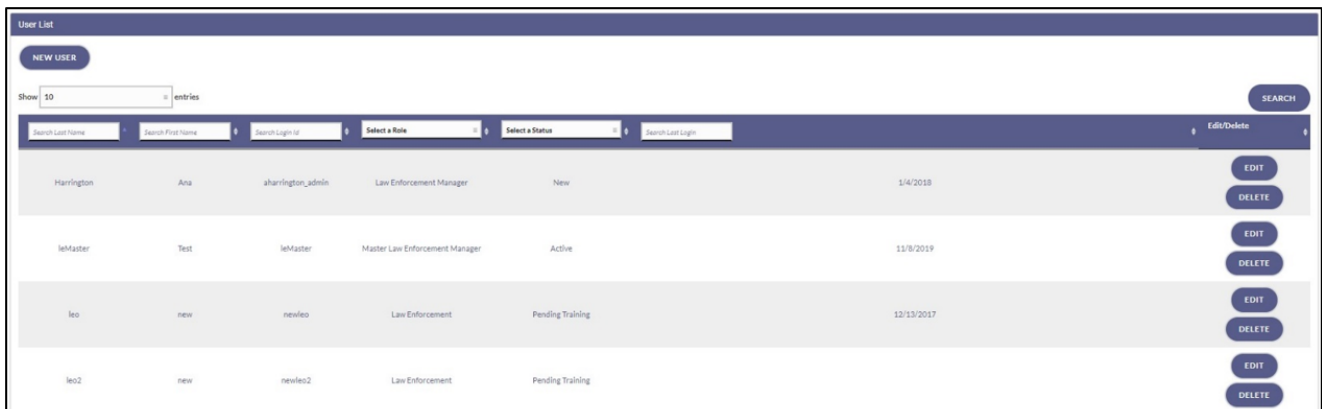
**Step 1:** Log into the Medical Marijuana Use Registry <https://mmuregistry.flhealth.gov/>.

\*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.



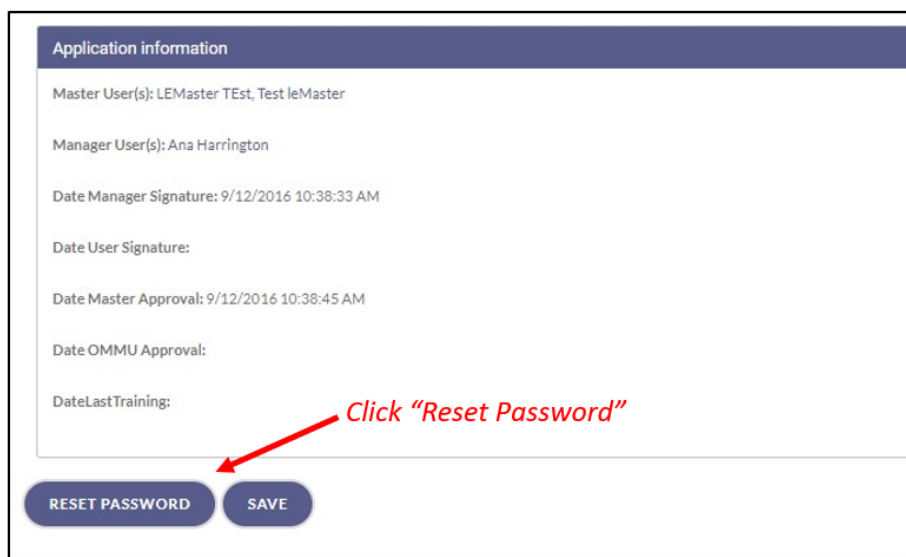
The “Users” page shows a list of all the users in your organization, their username, role, status and the last time they successfully logged in. Within this list, you can edit user information or delete users who are no longer affiliated with your organization. *This should be checked regularly to ensure 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
Harrington	Ana	aharrington_admin	Law Enforcement Manager	New	1/4/2018	EDIT DELETE
leMaster	Test	leMaster	Master Law Enforcement Manager	Active	11/9/2019	EDIT DELETE
leo	new	newleo	Law Enforcement	Pending Training	12/13/2017	EDIT DELETE
leo2	new	newleo2	Law Enforcement	Pending Training		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 with the following fields and values:

- Date Manager Signature: 9/19/2016 11:46:08 AM
- Date User Signature: 9/19/2016 11:46:59 AM
- Date Master Approval: 9/19/2016 11:46:08 AM
- DateLastTraining: 9/19/2016 11:47:30 AM

A red bracket groups these four fields with the annotation: 'Date the user signed and completed the training'. A 'GO BACK' button is at the bottom.

The screenshot shows the 'Application Information' form with the following fields and values:

- Date Manager Signature: 9/12/2016 10:38:33 AM
- Date User Signature: (empty)
- Date Master Approval: 9/12/2016 10:38:45 AM
- DateLastTraining: (empty)

A red bracket groups these four fields with the annotation: 'User has not signed nor completed the training'. A 'GO BACK' button is at the bottom.

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