

Understanding the Registry

Qualified Physician Initial Login Instructions

Step 1: Open the personal email account you entered while creating your account in the Medical Marijuana Use Registry.

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.

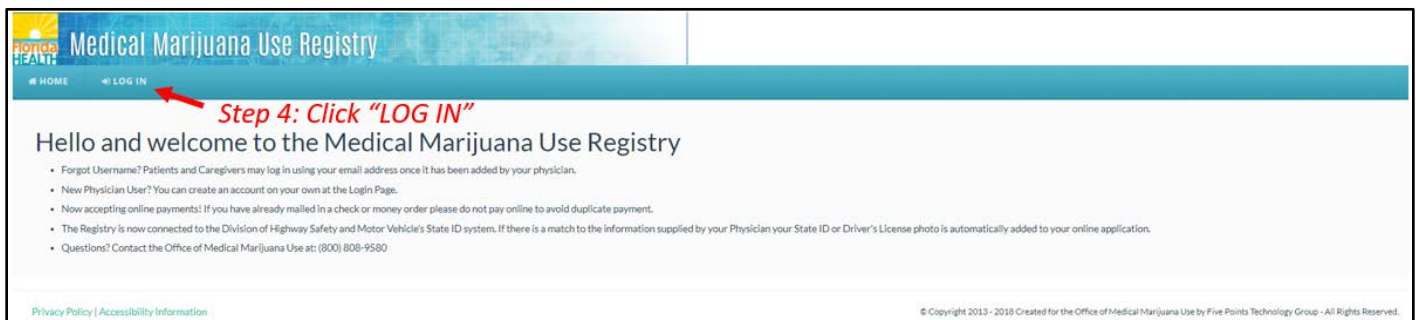
Passwords in the Registry are case sensitive. Temporary passwords are in the following order: 3 capital letters, 2 lower case letters, 3 capital letters, a symbol and a number. For example, ABCdeHIJ#0 (please note that the lower-case L and a capital i look the same).

*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 two input fields: "Username" and "Password". A red arrow points to the Username field with the text "Step 5: Username created by you". Another red arrow points to the Password field with the text "Step 5: Temporary password received in your email account – password is case sensitive". Below the password field is a checkbox labeled "Remember Me" with a red arrow pointing to it and the text "This button will remember your username". At the bottom of the form is a blue "LOG IN" button with a red arrow pointing to it and the text "Step 6: Click 'LOG IN'". Below the button is a link for "Forgot Password?".

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 your 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. At the top, a message says "Your password has expired, it must be changed." with a red arrow pointing to it and the text "Step 7: Comment stating your password has expired". The form has three input fields: "Current Password", "New Password", and "Confirm Password". Red arrows point to each field with corresponding instructions: "Step 8: Enter the temporary password you used in the last screen", "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", and "Step 9: Retype the password you created. Passwords must be typed identical to the New Password.". At the bottom is a green "Change Password" button with a red arrow pointing to it and the text "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 the same "Reset Password" form as in Step 10, but with a modal message box in the center. The message box says "Your password has been successfully changed." and has an "Ok" button. A red arrow points to the message box with the text "Step 11: Message stating, 'Your password has been successfully changed'".

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