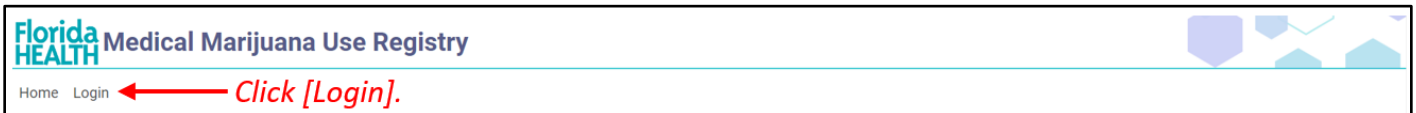




## Understanding the Registry

### Law Enforcement Reset Password Instructions

**Step 1:** Navigate to the [Medical Marijuana Use Registry](#) and click "Login."



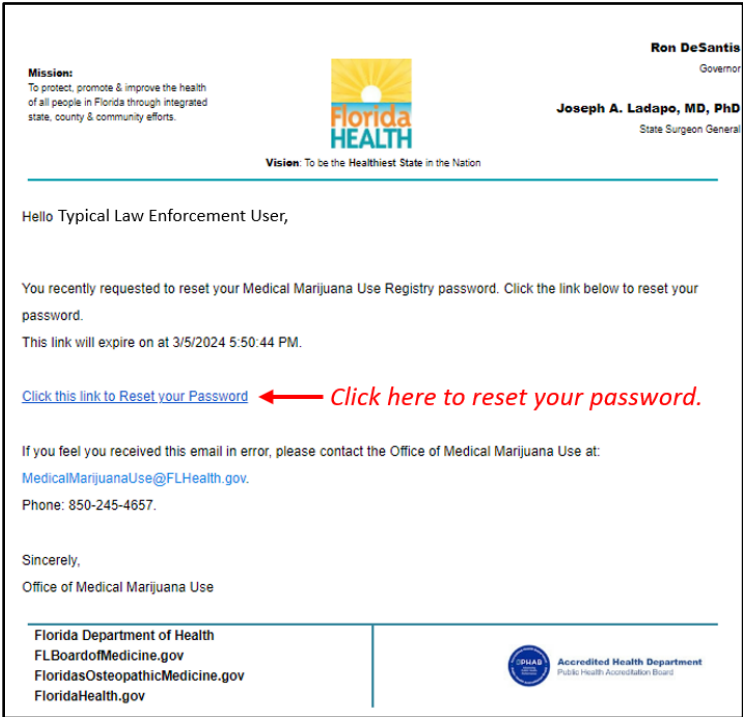
**Step 2:** You are brought to the login screen. Click "Forgot Password."

**Step 3:** You are brought to the "Forgot Password" screen. Enter your username as created by your organization's Executive User, then click "Submit." If you entered your username correctly, an email will be sent to the email address on file associated with that username. *If you do not know what your username is, check with your organization's Executive User to locate this information.*

**Step 4:** Locate and open the email with "Medical Marijuana Use Registry User Account Password Reset" as the subject line. This email contains a link to reset your password.

\*If you do not find the email in your inbox, [click here](#) for additional information.

**Step 5:** Click on the link provided in the email. This link takes you to the Registry’s home page.



**Step 6:** Enter your new password. You need to add a password to your Registry account that is unique to you. It must be 12 characters long, may not be the same as your previous 5 passwords, and must include one of each of the following:

- a) Lowercase letters (a-z)
- b) Uppercase letters (A-Z)
- c) Numbers (0-9)
- d) Special characters (e.g., !"#\$%&'()\*+)

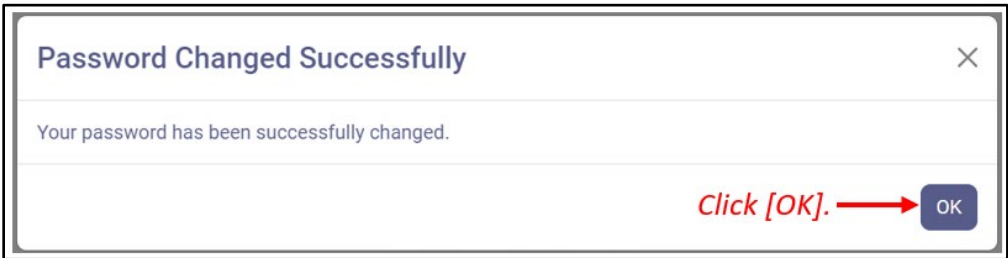
*\*You can click the eye icon (👁) to see what you are typing.*

**Step 7:** Confirm your new password.

**Step 8:** Click “Submit.”

A screenshot of the 'Change Password' form. It has two input fields: 'New Password' and 'Confirm New Password'. Both fields have an eye icon to the right. Below the fields is a 'Submit' button. To the right of the 'Submit' button is a list of password requirements: 'Contains a lowercase letter', 'Contains an uppercase letter', 'Contains a special character', 'Contains a number', 'Contains at least 12 characters', and 'Contains no spaces'. A red bracket groups these requirements, and a red arrow points to it with the text 'Will change to green text as each requirement is met.'.

**Step 9:** You will automatically be redirected to your Registry home page. A message box will pop up stating, “Your password has been successfully changed.” Click “OK.” You must then sign into the Registry using your new password.



For additional information,  
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