Understanding the Registry
Creating and Editing MMTC Users

This guide shows Executive MMTC Managers and MMTC Managers how to create or edit MMTC users for their organization.

CREATING AN MMTC USER

Step 1: Log into the Medical Marijuana Use Registry, MMURegistry.FLHealth.gov.
If you do not remember your password, learn how to reset it by clicking here.

Step 2: Click the "Users" menu option. Then click "New Applicants" to be brought to the New Applicant Dashboard, or you may click "Manage Users" to be brought to a full list of users within your organization.

Step 3:
New Applicants Dashboard: Click "Add New User."

Users Dashboard: Click "Add New User."

Step 4: You are brought to the User Details screen. You must select the appropriate role for the user being created. Expand the drop-down menu to view available roles.

MMTC Managers may create Deliverer and MMTC roles, while Executive MMTC Managers may create Deliverer, MMTC, and MMTC Manager roles. Executive MMTC Managers are maintained by the Office of Medical Marijuana Use (OMMU) and may only be created, modified, or deleted by the OMMU.

Step 5: After selecting the role, additional fields will appear. Input all user information into the appropriate fields.

Individuals employed by MMTCs are required to undergo a background screening prior to being allowed access to the Medical Marijuana Use Registry (Registry). It is recommended that you create the users with the identical First Name and Last Name submitted during their background screening process. This will help to ensure an accurate review when determining if Registry access is allowed.

Additionally, it is recommended that you enter the business email address or company email address. This will help to ensure that the users' email addresses match across all systems.

Continue inputting information into the remaining fields. All fields are required except for "Address Line 2." Please enter the employer address (MMTC address) when inputting any address details.

Step 6: After inputting information into all required fields, you must electronically sign your name at the top of the page, then click "Sign."

Step 7: After clicking "Sign," you are returned to the Users dashboard or New Applicants page. A pop-up notification appears letting you know the user was successfully created. The user may now log in and complete their required training.

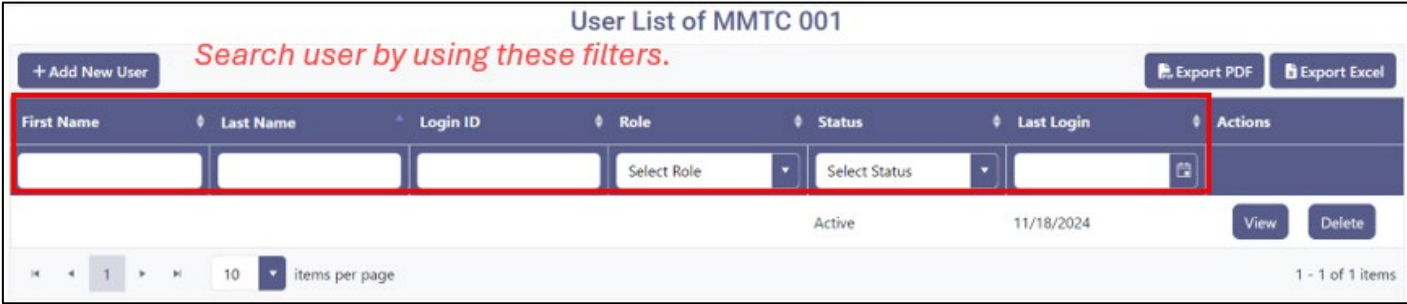## EDITING AN MMTC USER

Step 1: Log into the Medical Marijuana Use Registry, MMURegistry.FLHealth.gov.
If you do not remember your password, learn how to reset it by clicking here.

Step 2: Click "Users" then "Manage Users" to be navigated to the User Roster Dashboard.
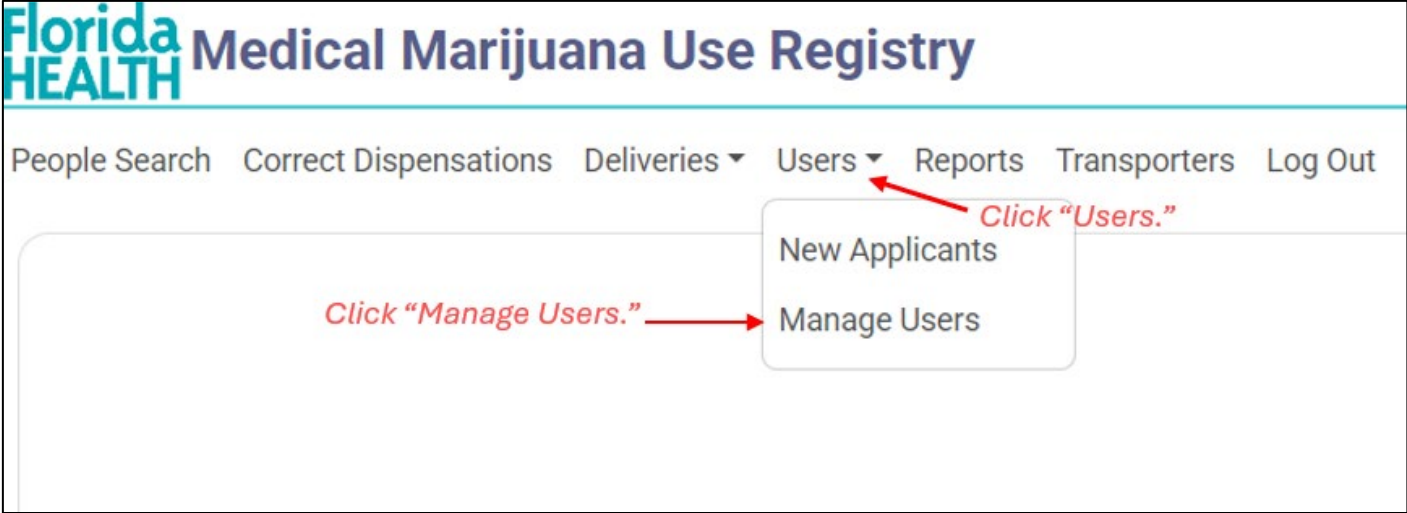
Step 3: Search for the MMTC user you wish to edit.

Step 4: Click "View" next to the MMTC user you wish to edit.

MMTC Managers may edit Deliverer and MMTC roles, while Executive MMTC Managers may edit Deliverer, MMTC, and MMTC Manager roles. Executive MMTC Managers are maintained by the Office of Medical Marijuana Use (OMMU) and may only be created, modified, or deleted by the OMMU.

Step 5: You are brought to the user's profile. You may edit any of the fields except for the "Status" field.

Step 6: Edit the necessary fields and click "Save Changes."

Step 7: You are returned to the User's Dashboard. A pop-up appears letting you know the user was successfully saved.

For additional information, visit
KnowTheFactsMMJ.com