

# **Password Reset Guide**

**FOR THE MINNESOTA MEDICAL CANNABIS REGISTRY**

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## **Password Reset Guide**

Minnesota Department of Health  
Office of Medical Cannabis  
PO Box 64882  
St. Paul, MN 55164-0882  
651-201-5598  
[health.cannabis@state.mn.us](mailto:health.cannabis@state.mn.us)  
[www.health.state.mn.us/medicalcannabis](http://www.health.state.mn.us/medicalcannabis)

*To obtain this information in a different format, call: 651-201-5598.*

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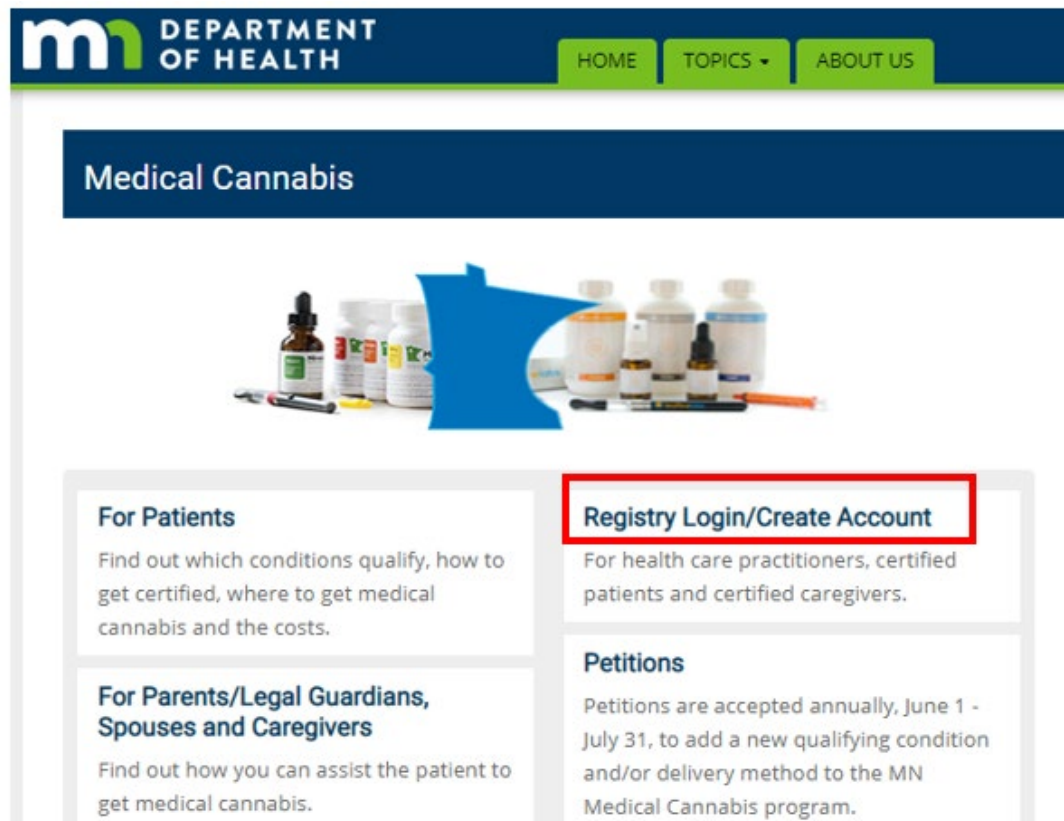
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# Step 1: Locate Registry Login

1. Go to the [Office of Medical Cannabis webpage](https://www.health.state.mn.us/people/cannabis/index.html) (<https://www.health.state.mn.us/people/cannabis/index.html>)
2. Select “Registry Login/Create Account” as shown below.



3. Select “Log in to the Minnesota Medical Cannabis Registry” link at the bottom of the screen, as displayed below.



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4. Select “Login” to continue.

mi DEPARTMENT OF HEALTH Medical Cannabis Registry

The Minnesota Department of Health can take 30 days to process applications for the Minnesota Medical Cannabis Program. Frequently requesting status updates increases our call volume and takes time away from processing applications. If we are unable to answer your call, please only leave one voice message and allow us up to 48 hours to respond. All applications are processed in the order that they are received.

### Medical Cannabis Registry Enrollment Process

Registration involves the following steps:

- Step 1: The patient visits his/her health care practitioner.
- Step 2: The patient's health care practitioner enrolls in the Medical Cannabis Registry and certifies that the patient has a qualifying medical condition.
- Step 3: The patient gets an email with a link to the enrollment application. If the patient has a caregiver, the caregiver will need to complete an application and pass a background check.
- Step 4: The patient (and caregiver, if applicable) will be notified by the Office of Medical Cannabis once the application is approved.

Registration Instructions **Login**

## Step 2: Reset Your Password

1. On the Login screen, select “Forgot Your Password?” as show below.

Login

Email Address: \*

Password: (Note: password is case sensitive) \*

☐ Show Password

**Forgot Your Password?**

Close Login

2. Type in the email address you used for your patient account. Click “Submit” to continue.

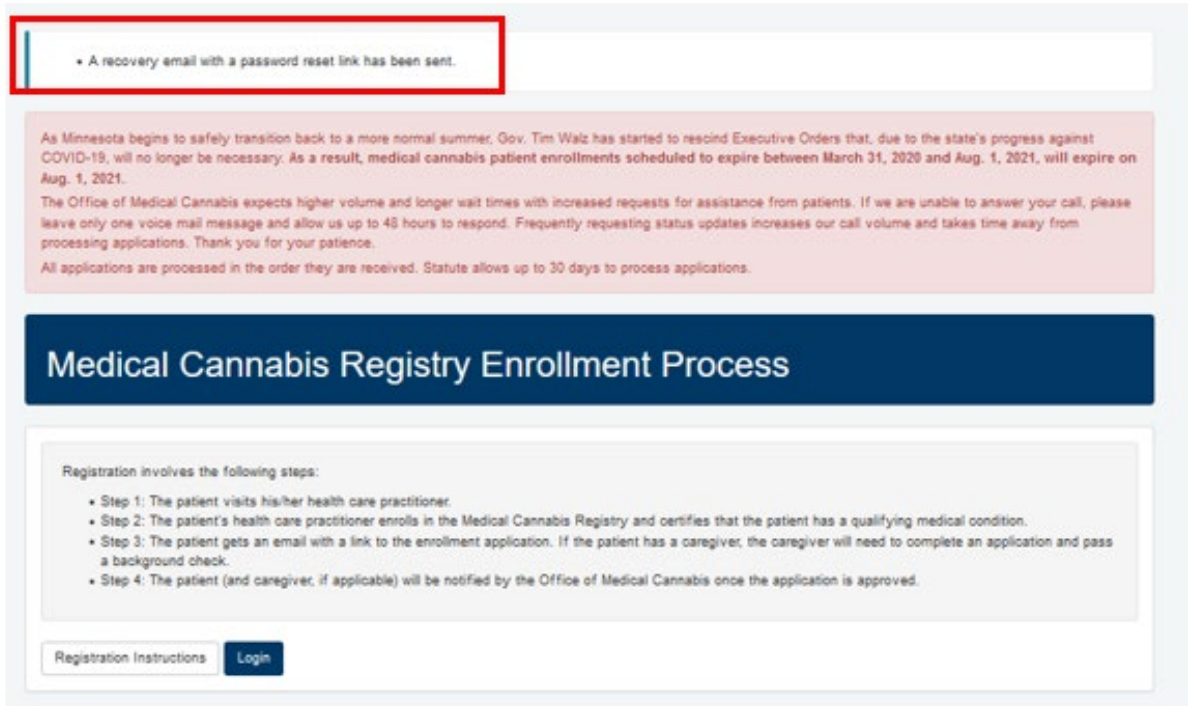
Enter your email address and we will send you instructions on how to create a new password.

Email address:

Cancel **Submit**

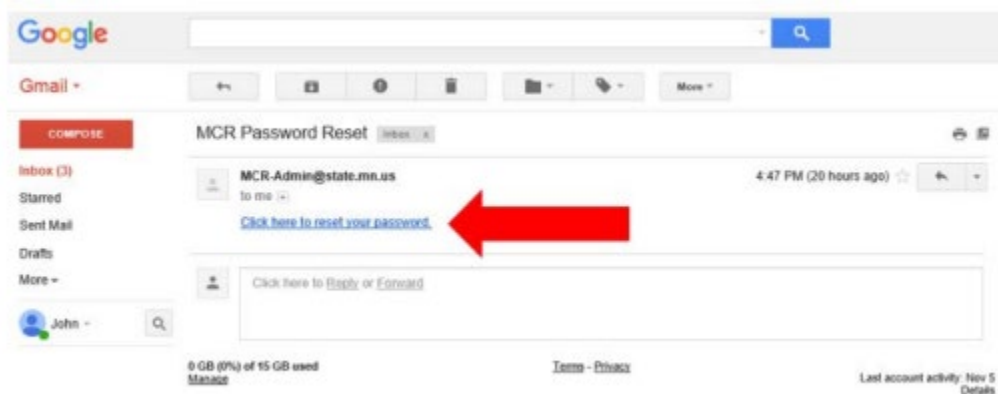
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- Next, the system will notify you about this reset with the message below. The Registry will also generate an email notification to your email address in the Registry. If you are not seeing the email, check your spam folder.



## Step 3: Obtain Your Password Reset Link from Email

- Login to your email account and open the email with subject line: MCR Password Reset. Click on "Click here to reset your password" in the email content as show below. Check your spam folder if you are not seeing this email.



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2. Create a new password. Type in your new password. Click “Submit” to continue.

**Set your new password**

New Password: \*

Confirm New Password: \*

**Password Requirements:**

- at least 8 characters
- an upper and lower case
- and a number/special character

Note: passwords are case sensitive

**Submit**

3. Once submitted, the system will update you with the following message below. You may logout of your account when done.

**Your new password has been successfully set.**

**Medical Cannabis Registry Enrollment Process**

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