



Compassionate Use Registry

User's Guide For Law Enforcement Users

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This User's Guide is meant to be used while you have the system open, so you can follow along.

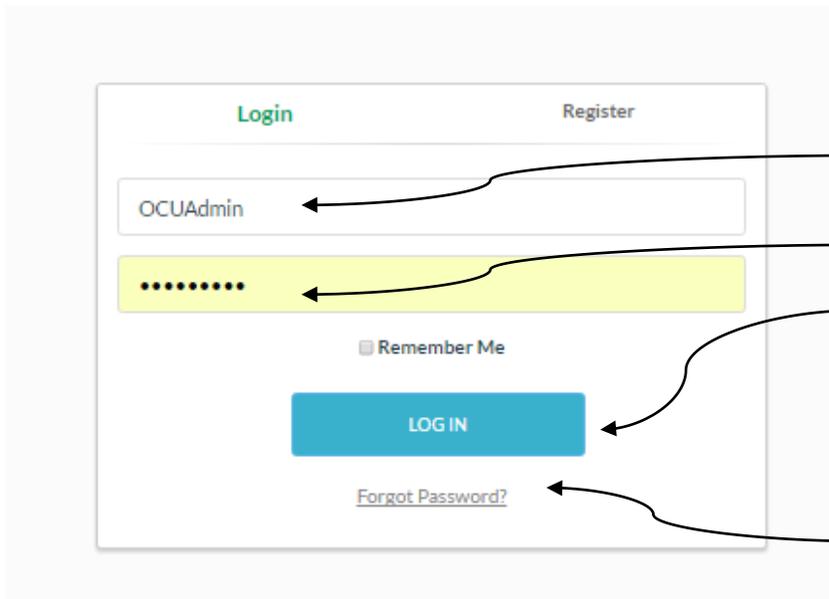


Compassionate Use Registry

Logging in



To Log In, click the menu item titled "log in"



Supply your username,

and your password,

and click Log In.

If you find you've forgotten your password, the Forgot Password link will change your existing password into a system-created one, and send an email to the email address on your account containing the new credentials.



Compassionate Use Registry

Changing Your Password

• You password has expired, it must be changed.

Reset Password

Current Password

New Password

Confirm Password

Change Password

Any temporary password will expire after you use it once, and you'll have to change it to continue.

In order to change your password after you've logged in, you must supply your existing password.

Below this field, you must supply your new desired password, twice.

Because this system contains Protected Health Information, you must supply a 'strong' password that is no shorter than 10 characters, and contain a combination of lower and uppercase letters, one number, and at least one special character, such as an exclamation point.



Compassionate Use Registry

Searching For a Person



To find out if someone is authorized to possess Cannabis Products, click “Person Search” in the menu.

To do a search for a Patient or Legal Representative of a Patient, you must supply all three pieces of information on the screen – Last Name, First Name, and DOB.

If you wish to search for a person who asserts that they’re a Deliverer or Transporter of Cannabis products for an authorized Dispensing Organization, the DOB is not required.

Click the relevant button when you have supplied this information to do your search

Since the Registry deals in Protected Health Information, it does not allow ‘wildcard’ searches. You must supply all three items – there will be no searches for “Partial Matches”.



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The Search Results

If you search for someone the Registry does not recognize, or if they're in the system, but do not have an Order for Cannabis Products, the Registry will provide you with this result.

People Search

Last Name: Sanchez First Name: Rick Date of Birth: 01/01/1911

Result: This Patient was not present in the system- either they are recorded under a different identity or are not authorized to possess Low-THC cannabis, medical cannabis, or delivery devices.

[Go Back To Search](#)

If the person was found, you'll be shown additional information. The Office of Compassionate Use provides Identification cards to Patient who apply for them. **Each card has a unique identifying number – this number is shown onscreen to help you ascertain the validity of any card they may be presenting to you.**

People Search

You searched for a [Patient](#):

Last Name: Griswold First Name: Clark Date Of Birth: 01/01/1911 ID Card number: Oc8S-7Xz5-t8Be

Result:

- Is authorized to possess Low-THC Cannabis
- Is authorized to possess Medical Cannabis
- Is authorized to possess a Cannabis delivery device

[Go Back To Search](#)

Below this, you will either see that the Patient is or is not Authorized to Possess the various types of Products: Medical Cannabis (contains THC), Low-THC Cannabis, and/or Delivery Devices.

If you're not a Manager or Master User – that's it! Enjoy using the Registry!

The rest of this document is for if you're allowed to create/manage other Law Enforcement Users.



Compassionate Use Registry

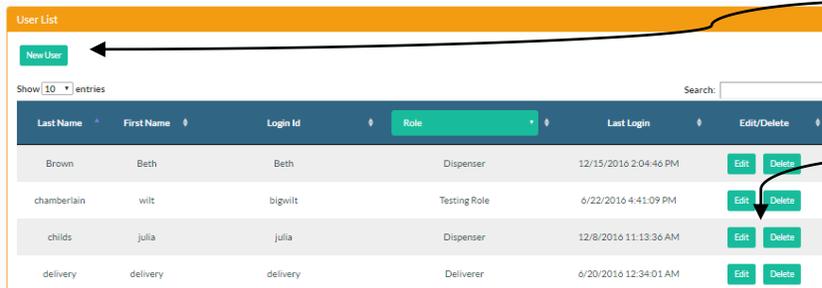
Adding a New User



If you have a Master Account, you can create other Law Enforcement Users. Be aware – new user must finish the process of being issued their accounts, and then later you must Approve their online application.

To create a new user, click on “Users” tab,

In the Users section, you can create a new user by clicking here.



Or, you can remove or edit an existing user here.

Let’s go ahead and click New User..



Compassionate Use Registry

User Information

LoginId:

First Name:

Last Name:

Email Address:

Street Address:

Street Address 2:

City:

State:

Postal Code:

Primary Phone:

County:

User Status:

User Role:

The LoginId is the username the new user will enter along with their password to log in.

Their First and Last Names will appear in various onscreen elements, along with their Street Address, City, State, Postal Code, Phone Number, and County. Make sure they're correct.

An email address is needed in order to allow the user to be able to reset their password on their own.

When you initially create a User, their status will be "Pending Training". Y

For Role, your choices are Law Enforcement or Law Enforcement Manager.

Law Enforcement users can search as described above.

Managers can do this, and can also create other new Applicants and Manage Users.

You'll be navigated to a 'blank' User Information panel, where you'll supply information about the user.



Compassionate Use Registry

You must sign for this application

Enter your name exactly as it is stored in the system to electronically sign for this applicant.

Type in your First Name:

Type in your Last Name:

The undersigned persons certify that the requested access to the Compassionate Use Registry is for lawful purpose and is authorized under section 381.986, Florida Statutes, and Chapter 64-4, F.A.C. The information contained in this application and in any attached exhibits that serves as a basis for access, is true and correct. I understand that knowingly making a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree punishable as provided in sections 775.082 or 775.083, Florida Statutes.

When you create a new user, you'll also need to provide an electronic signature as to their Account. Once you provide the signature and hit Save, the new user will be given a login and password emailed to them.

After that, they'll need to

- 1. Change their password**
- 2. Sign for their account**
- 3. Complete the training**
- 4. Have their application reviewed by your Master user at your organization**
- 5. Have their application reviewed by the OCU.**



Compassionate Use Registry

Managing Your Users



Welcome to the Registry UAT Environment!

- Remember to protect your account privacy
- Check your work
- and report any issues to the Office of Compassionate Use.

[Privacy Policy](#) | [Accessibility Information](#)

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To manage an existing user, click on the “Users” tab,

Last Name	First Name	Login Id	Role	Last Login	Edit/Delete
Brown	Beth	Beth	Dispenser	12/15/2016 2:04:46 PM	Edit Delete
chamberlain	wilt	bigwilt	Testing Role	6/22/2016 4:41:09 PM	Edit Delete
childs	julia	julia	Dispenser	12/8/2016 11:13:36 AM	Edit Delete
delivery	delivery	delivery	Deliverer	6/20/2016 12:34:01 ...	Edit

The Users Listing lets you perform a text search for names, or filter the list by Role.

or sort the list by name, email address, or last login date.

Below this is the listing of Users. You’re shown their Last Name, First Name, and LoginID.



Compassionate Use Registry

Last Name	First Name	Login Id	Role	Last Login	Edit/Delete
Brown	Beth	Beth	Dispenser	12/15/2016 2:04:46 PM	Edit Delete
chamberlain	wilt	bigwilt	Testing Role	6/22/2016 4:41:09 PM	Edit Delete
childs	julia	julia	Dispenser	12/8/2016 11:13:36 AM	Edit Delete
delivery	delivery	delivery	Deliverer	6/20/2016 12:34:01 AM	Edit Delete

In the Users List, you're offered the word 'Delete' next to each user.

After Clicking 'Delete', the system will check to make sure this was intentional – click Cancel to go back, and click Delete to remove the user.

Note: Deleting a user does not remove their identity from the system's record of past events. If you Delete a Dispenser user for example, you still retain proof of that user's Dispensations. If you wish to permanently remove a person's ability to log into the system, Delete is the best method.



Compassionate Use Registry

Editing a User

Last Name	First Name	Login Id	Role	Last Login	Edit/Delete
Brown	Beth	Beth	Dispenser	12/15/2016 2:04:46 PM	Edit Delete
chamberlain	wilt	bigwilt	Testing Role	6/22/2016 4:41:09 PM	Edit Delete
childs	julia	julia	Dispenser	12/8/2016 11:13:36 AM	Edit Delete
delivery	delivery	delivery	Deliverer	6/20/2016 12:34:01 AM	Edit Delete

In the User List, you're offered the Edit link. Clicking this link pulls up the User Information page for this user.

At the User information page, you can edit the user's details, such as their LoginID, first and last Names, email address, and so on.

User Information

LoginId:

First Name:

Last Name:

Email Address:

Street Address:

Street Address 2:

City:

State:

Postal Code:

Primary Phone:

County:

User Status:

User Role:

You can also change the user's Status. [This is how you manage the user's access as the maintainer of the system.](#)

Active = normal use. The user can log in normally.

Inactive = the user is forbidden from using the system. They cannot log in with this setting.

Locked = the user must reset their password to continue using the Registry.

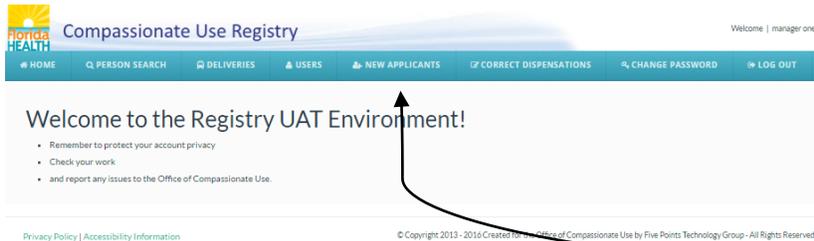
Click Save to save your changes.

If you wish to send a new system-generated password to the user's email address, click Reset Password.



Compassionate Use Registry

Managing your Applicants



Whenever you create a new user, **they must go thru an application and training process.** The Registry handles this, so you don't have to worry about paper applications.

To review the status of your applicants, click New Applicants in the menu.

You'll be taken to a dashboard that shows you all of the users in your Organization that haven't finished the process.

It's important that each user electronically sign for their account, and complete an online training in the Registry. You can see who has or hasn't done this here.

Name	Role	Organization	Signed	Trained	View Application
delivery, third	Deliverer	Valid Dispensary	Y	Y	View Application
dispenser, third	Dispenser	Valid Dispensary	N	N	View Application
dispenser, trainee	Dispenser	Valid Dispensary	Y	N	View Application
Doe, Jill	Dispenser	Valid Dispensary	N	N	View Application

If you're a Master user at your organization, you'll want to be on the lookout for users who have "Y" for both – it's your turn to act!

For these users, click "View Application". You'll be taken to a page that shows you their details.

Review the details carefully. If they're correct, click Approve. If you do not want this person to get an account. Click Reject.

Once you've done the Approval, the OCU does theirs next. The new user will get an email alerting them of this, and it will contain their login information.