DEPARTMENT OF HEALTH

Managing Your Medical Cannabis Registry Account

A GUIDE FOR MEDICAL CANNABIS CAREGIVERS

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Managing Your Medical Cannabis Registry Account

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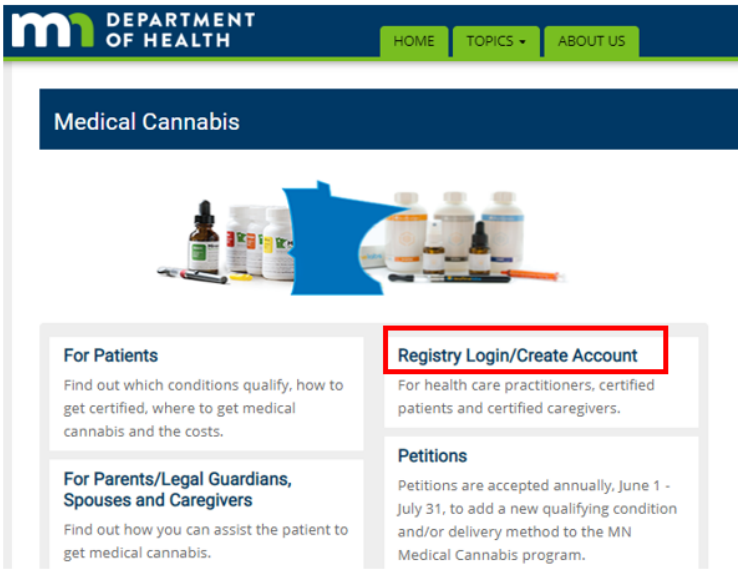
Introduction

We created this reference guide to help medical cannabis caregivers complete common tasks in the Medical Cannabis Registry.

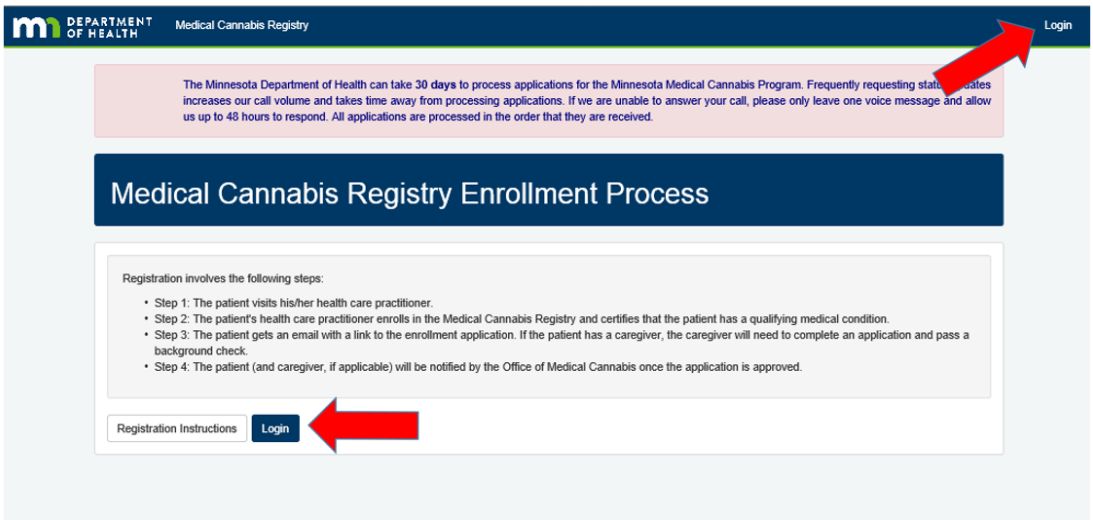
Step 1: Log in to your Registry account

1. Select "Registry Login/Create Account" from the Office of Medical Cannabis (https://www.health.state.mn.us/people/cannabis/) web page.

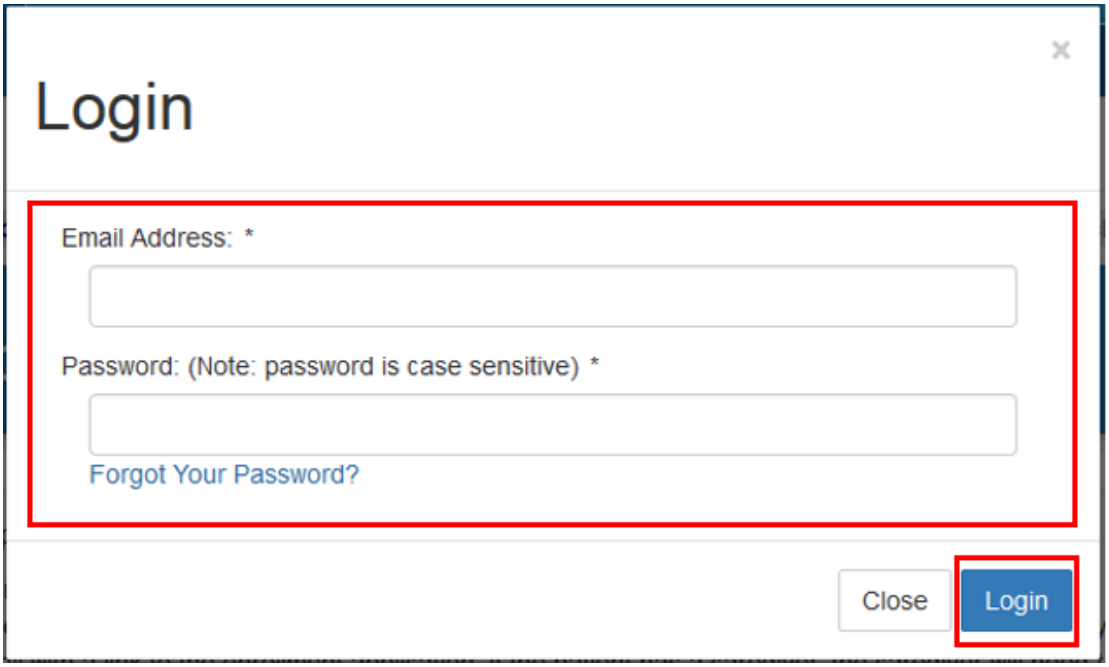


2. Select "Log in to the Minnesota Medical Cannabis Registry" link at the bottom of the screen, as shown.

3. Select “Login” to continue.



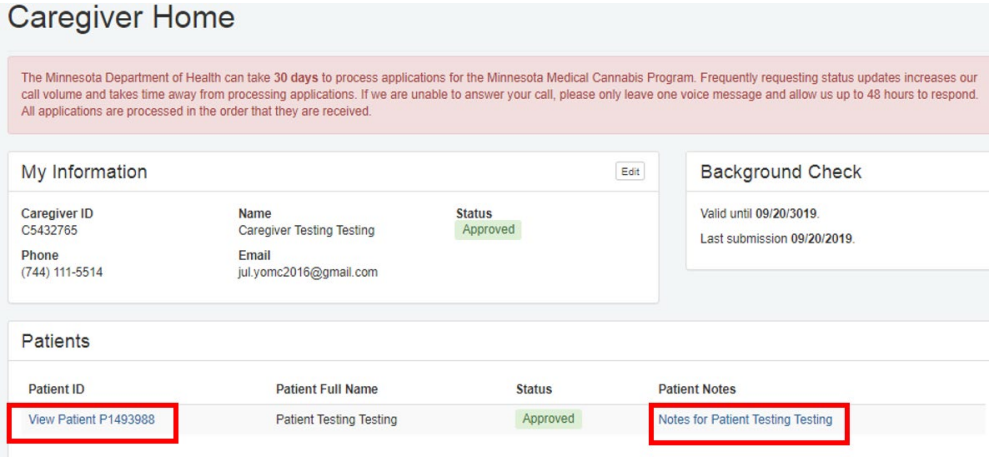
4. On the Login screen, type in your username/email and password, and click “Login.”



Step 2: View patient account information

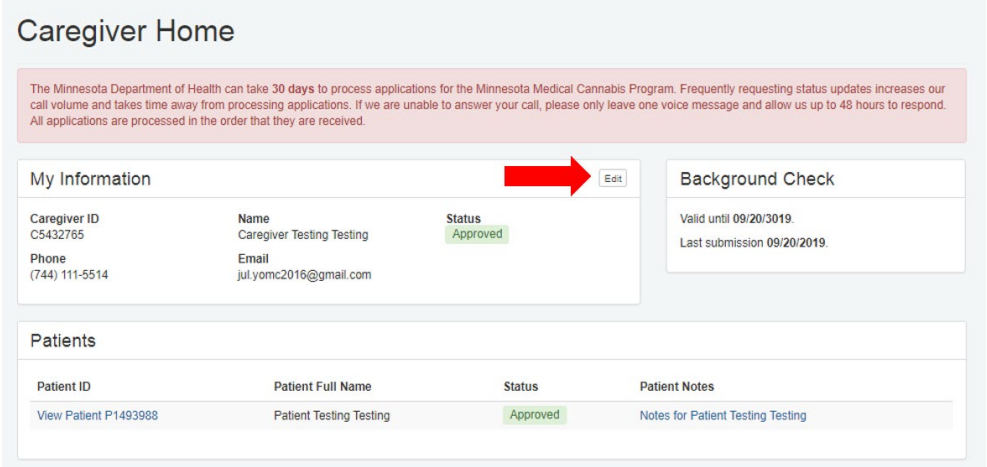
1. Click on "View Patient" to view your patient's information, including dispensing transactions, caregivers, parent/legal guardian/spouse, and submitting self-evaluations. Select "Notes" to access the patient's notes from a health care practitioner and Cannabis Patient Center staff.

   Continue to Step 3 if you do not want to view patient information.



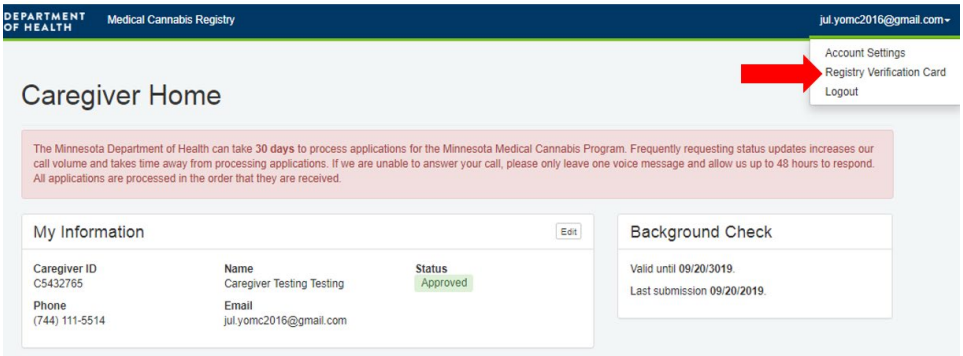
Step 3: Edit account information

1. On the Caregiver homepage, click "Edit" to update your personal information. Continue to Step 4 if you choose not to edit your information.

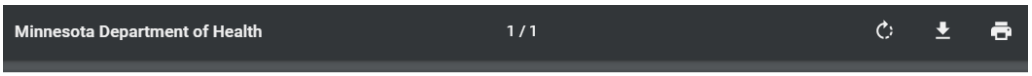


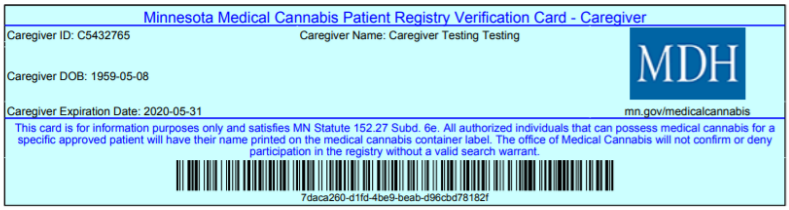
Step 4: Access your Registry verification document

1. From your homepage, click on your username/email address at the top right hand corner of the screen, and select "Registry Verification Card," as shown in the picture below. Skip to Step 5 if you do not want to access your verification document.



2. Select "Open" to view and print the verification document, and continue onto the next page to print. Make sure to save a copy if you would like to do so at this point.

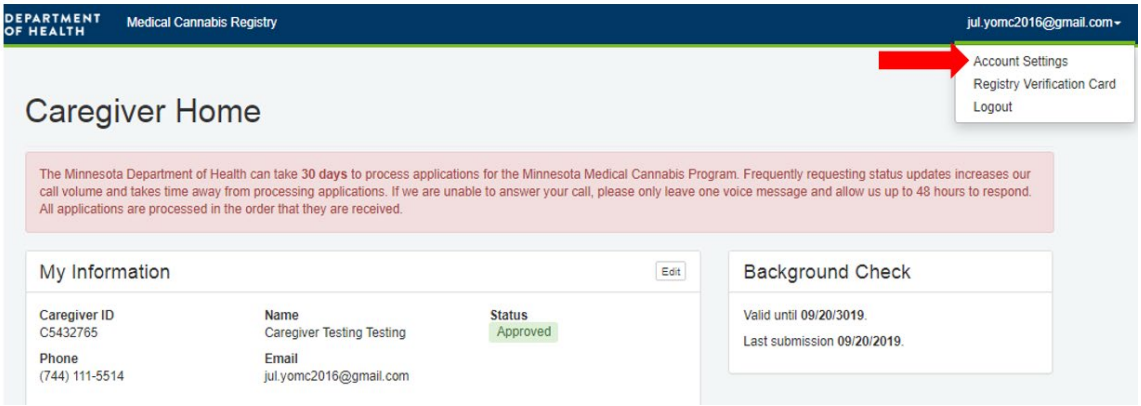




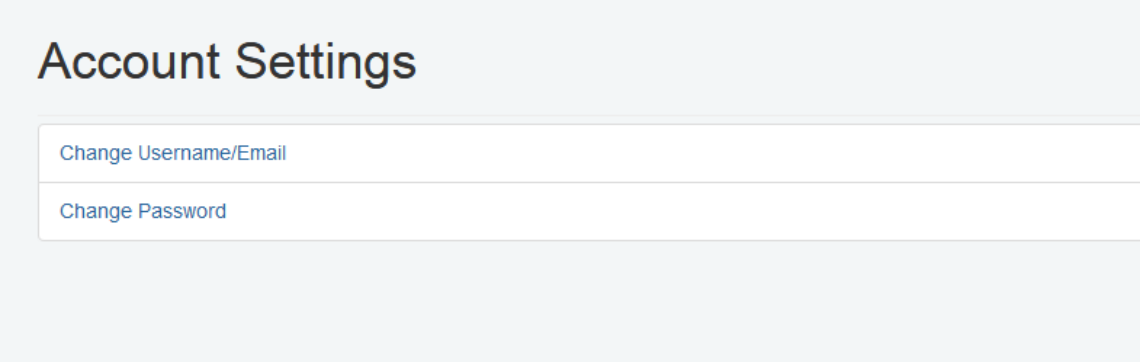
Step 5: Edit account settings

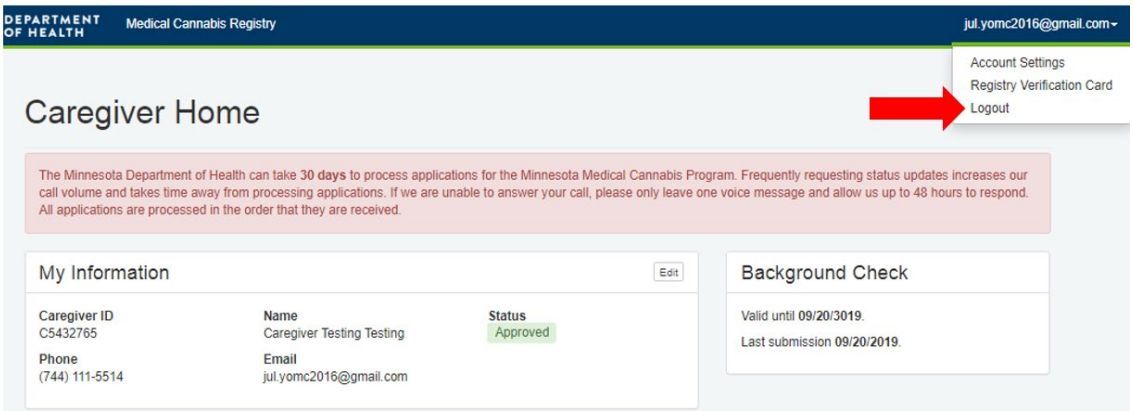
1. On the homepage, click on your username/email address on the right hand corner. Then select "Account Settings" to change password and username/email address.

   If you do not want to change your account settings at this time, skip to Step 6.



2. Click “Change Username/Email” to edit your email address/username. Select “Change Password” to change your password.



Step 6: Log out of your account

1. Select your username/email address on the right hand corner, and click on “Logout” to successfully logout of your account.