

# Manually Minting Handles

Logged in RDA Registry users are able to manually mint a handle either for themselves or for the organisation they work for. The manual minting interface is especially useful for minting a single handle or for manually updating the handle metadata, including the URL.

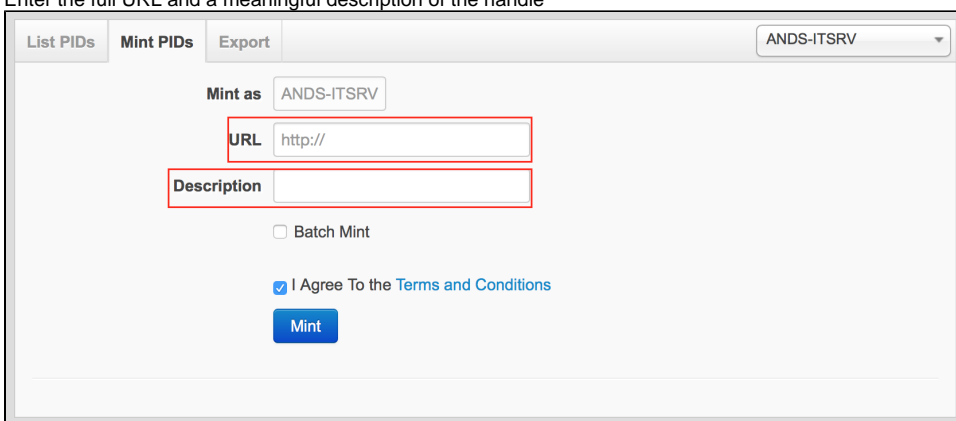
Here's how to manually mint a handle:

1. Login to the [RDA Registry](#) using your AAF account.
2. Go to My Identifiers > Identify My Data (PIDS)
3. In the drop down list on the right, select your organisation name

Select your organisation from the drop-down list before you start minting a handle unless you are minting a handle for yourself. Default value is 'My Identifiers'. If you did not change this, other Handle users from your organisation will not be able to see or manage handles you minted for yourself!

If you cannot see your organisation in the drop-down list, send an email to [services@ardc.edu.au](mailto:services@ardc.edu.au) copy your ARDC contact to request for access.

4. Go to 'Mint PIDs' tab
5. Enter the full URL and a meaningful description of the handle



The screenshot shows the 'Mint PIDs' interface. At the top, there are three tabs: 'List PIDs', 'Mint PIDs', and 'Export'. A dropdown menu on the right is set to 'ANDS-ITSRV'. Below the tabs, there is a 'Mint as' dropdown menu also set to 'ANDS-ITSRV'. There are two input fields: 'URL' with the text 'http://' and 'Description'. Below these fields is a checkbox for 'Batch Mint' which is unchecked, and a checked checkbox for 'I Agree To the Terms and Conditions'. At the bottom, there is a blue 'Mint' button.

6. Click 'Mint'. A message with the handle minted will be displayed after a successful handle minting.

[« My Identifiers \(User Interface\) Editing a Handle »](#)