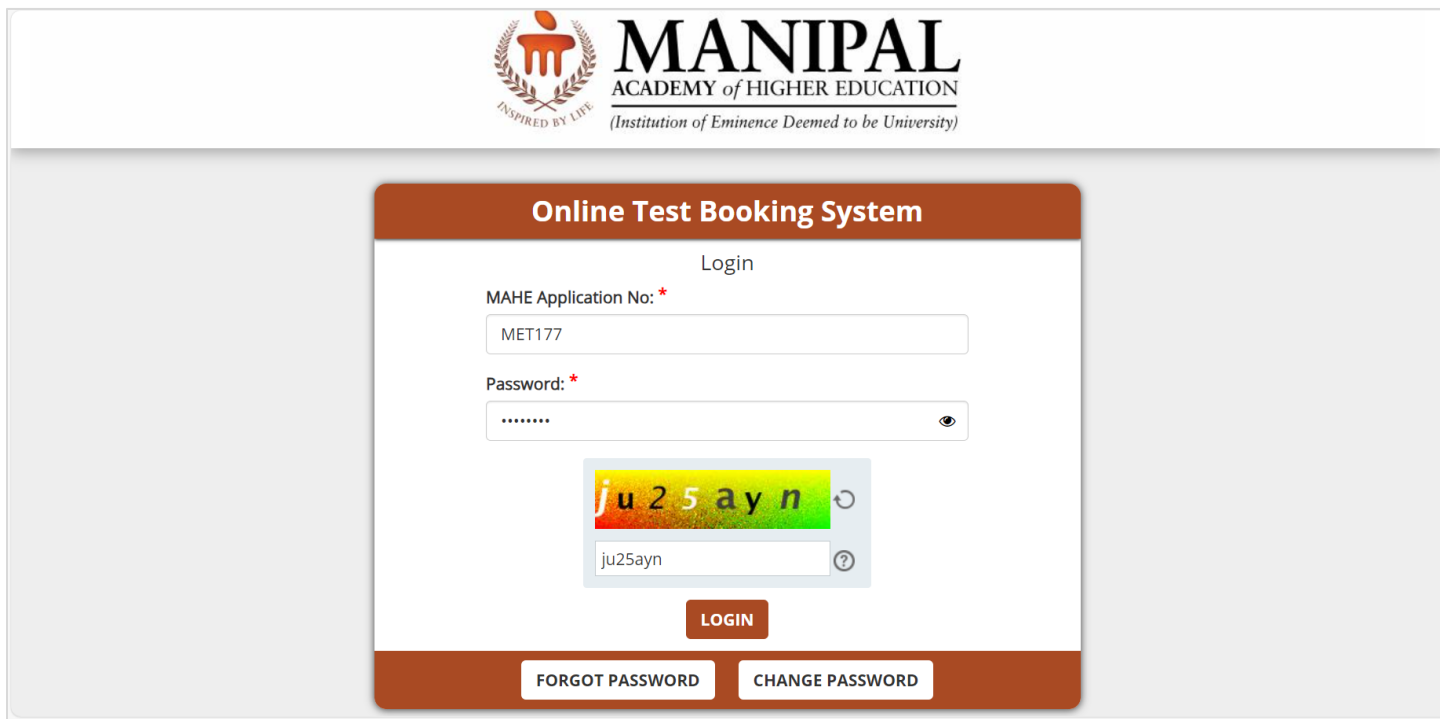# Online Test Booking System (OTBS) Instructions

1. Introduction

Thank you for your interest in program offered by **Manipal Academy of Higher Education (MAHE) Manipal**, an **Institution of Eminence (IOE).**

These instructions on **Online Test Booking System** (**OTBS**) will familiarize you with the various functionalities of online test booking platform

2. OTBS Login

- URL: https://cdn.digialm.com/EForms/configuredHtml/32833/88209/login.html
- Enter your **MAHE Application number**
- Enter the **OTBS Password** i.e. Your Date of Birth in DDMMYYYY format
  - Please note that this password is **NOT** as same as Online Application password
- Enter the captcha code.
- Click the "**Login**" button.

If required, use "Forgot password" option to retrieve your OTBS password.

When you login for the first time, the system will prompt you to change the password. Please enter your new password meeting the following criteria

- ➢ Minimum length of new password should be 8
- ➢ Maximum length of new password should be 9
- ➢ Minimum numeric characters needed in new password should be 1
- ➢ Minimum upper case characters needed in new password should be 1
- ➢ Minimum lower case characters needed in new password should be 1
- ➢ Minimum special case characters needed in new password should be 1
- ➢ Special characters like <> & % " and ' are NOT allowed.

Enter New Password and confirm New Password.

Enter Captcha code

Click on **Change Password** button

Change Password

Note:
1. Minimum length of new password should be 8
2. Maximum length of new password should be 9
3. Minimum numeric characters needed in new password should be 1
4. Minimum upper case characters needed in new password should be 1
5. Minimum lower case characters needed in new password should be 1
6. Minimum special case characters needed in new password should be 1
7. Special characters like <> & % " and ' are NOT allowed.
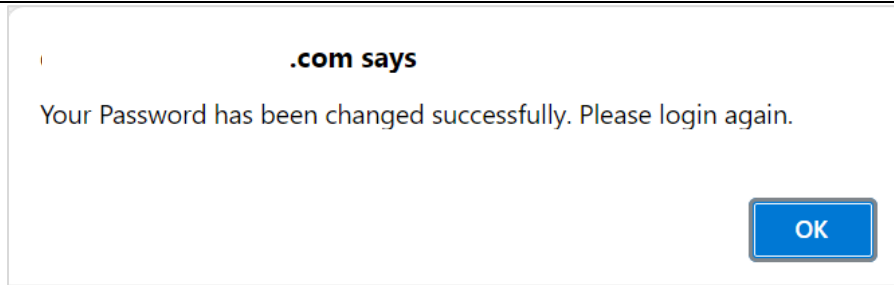
MAHE Application No.: *

MET165

Old Password: *

25041997

New Password: *

New Password

Confirm New Password: *

Confirm New Password

a h 7 y 7 w x

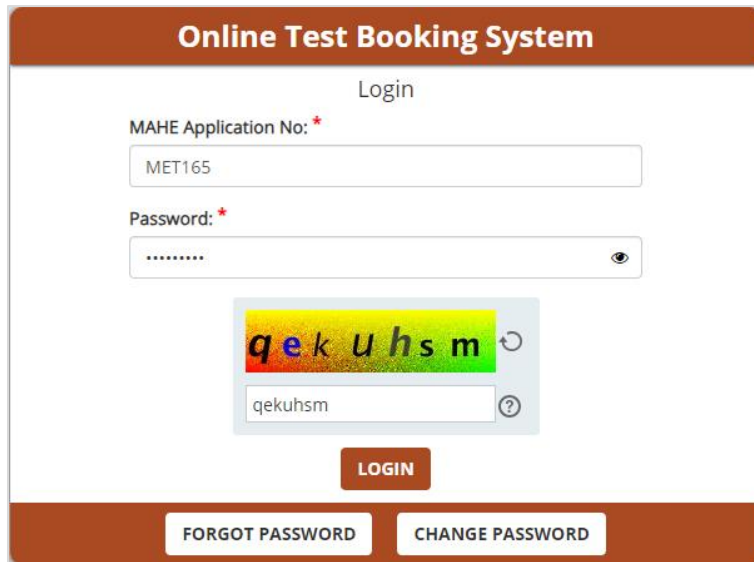Type 7 characters as shown in image

CHANGE PASSWORD

LOGIN

The following message is displayed confirming the password is changed successfully.
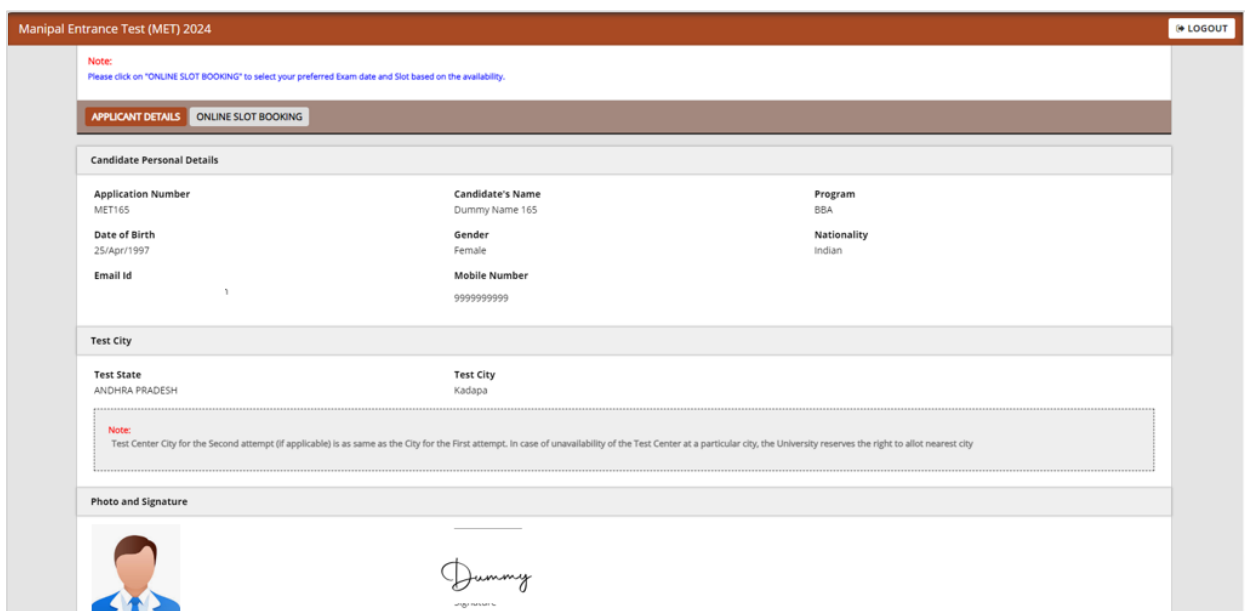
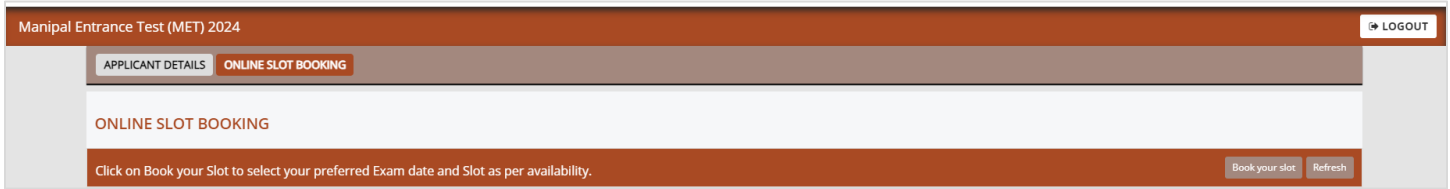Relog in with your Application No. as User ID and with New password

After logging in verify your details displayed.

Check your **Test City.** Please note that there is **NO** provision for changing the Test City.
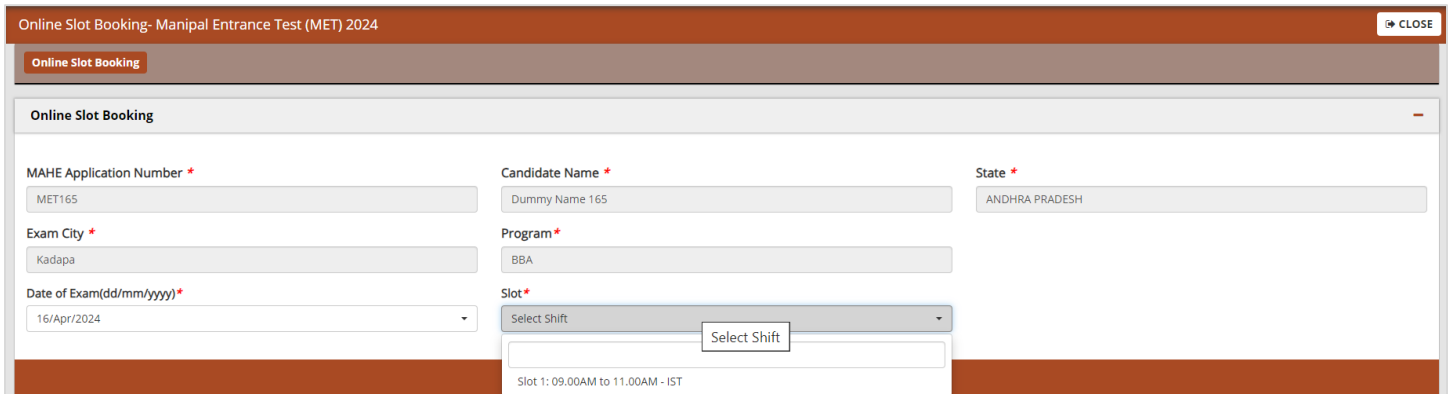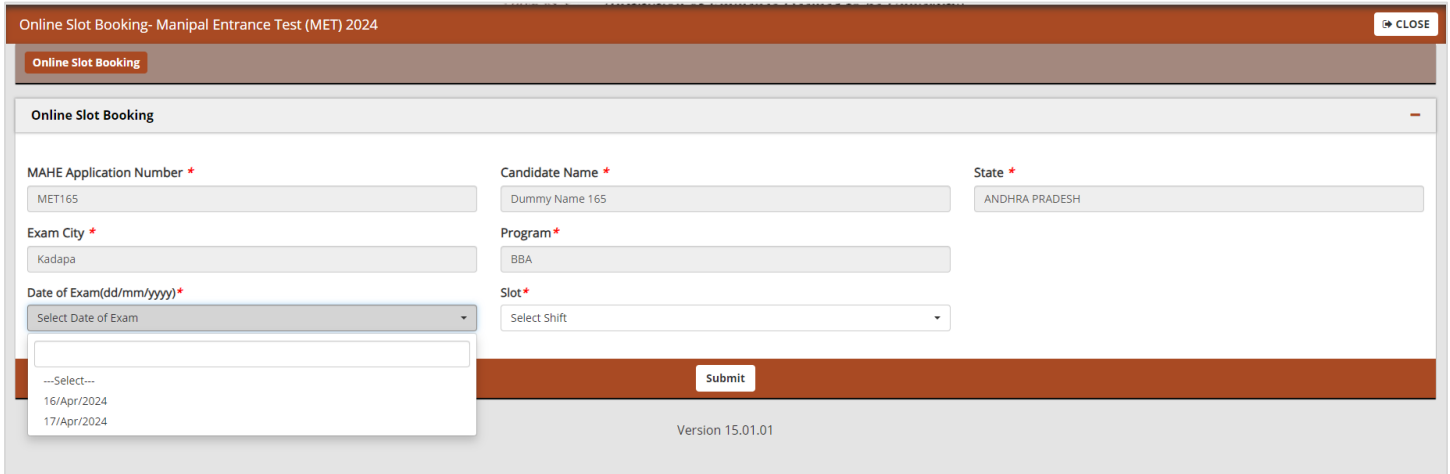
Click on "**Online Slot Booking**" button

Click on **"Book your Slot"** button

Select Preferred Date of Examination and Slot (Based on Availability).

On selection of Date and Slot, the system will display the no. of seats available.

Then click on "**Submit**" button.

Note: Availabilty of seats changes every second. Please complete your booking quickly. It is possible that seats that are shown as available may not be available, when you click the "**Submit**" button

Online Slot Booking- Manipal Entrance Test (MET) 2024   CLOSE

Online Slot Booking

Online Slot Booking −

MAHE Application Number *	Candidate Name *	State *
MET165	Dummy Name 165	ANDHRA PRADESH

Exam City *	Program *	
Kadapa	BBA	

Date of Exam(dd/mm/yyyy)*	Slot*	
16/Apr/2024	Slot 1: 09.00AM to 11.00AM - IST	

Available Seats

1

Submit

In case of non-availability of seats, the following message will be displayed. Select alternate Date / Slot based on the availability.

---

com says

Please select another option for Shift, selected Shift is already occupied.

OK

Online Slot Booking- Manipal Entrance Test (MET) 2024   CLOSE

Online Slot Booking

Online Slot Booking −

MAHE Application Number *	Candidate Name *	State *
MET165	Dummy Name 165	ANDHRA PRADESH

Exam City *	Program *	
Kadapa	BBA	

Date of Exam(dd/mm/yyyy)*	Slot*	
16/Apr/2024	Slot 1: 09.00AM to 11.00AM - IST	

Submit

Once again confirmation will be asked. Click on "OK" to confirm and "Cancel" to review again.

ı.com says

The information once submitted can not be modified. Click on OK if you have verified the information to be correct and to submit else click CANCEL to review again and then to submit

OK   Cancel

Online Slot Booking- Manipal Entrance Test (MET) 2024   ☞ CLOSE

Online Slot Booking

Online Slot Booking   —

MAHE Application Number *
MET165

Candidate Name *
Dummy Name 165

State *
ANDHRA PRADESH

Exam City *
Kadapa

Program *
BBA

Date of Exam(dd/mm/yyyy) *
16/Apr/2024

Slot *
Slot 1: 09.00AM to 11.00AM - IST

Available Seats
1

Submit

Once you click on "OK", the following message will appear. Click on Close.

Note: The provision for downloading the Hall Ticket will be enabled on **13 April 2024**. The Hall Ticket will have the Examination Center Address details.

Important Note   ✕

Kindly note that you have successfully booked your slot for the Manipal Entrance Test. The provision for downloading the e-Hall Ticket will be enabled on 13 April 2024. The Hall Ticket will have the Examination Center Address details. You have to appear in the examination at the given Centre on the date and shift/timing/slot as indicated in your e-Hall Ticket.

Close

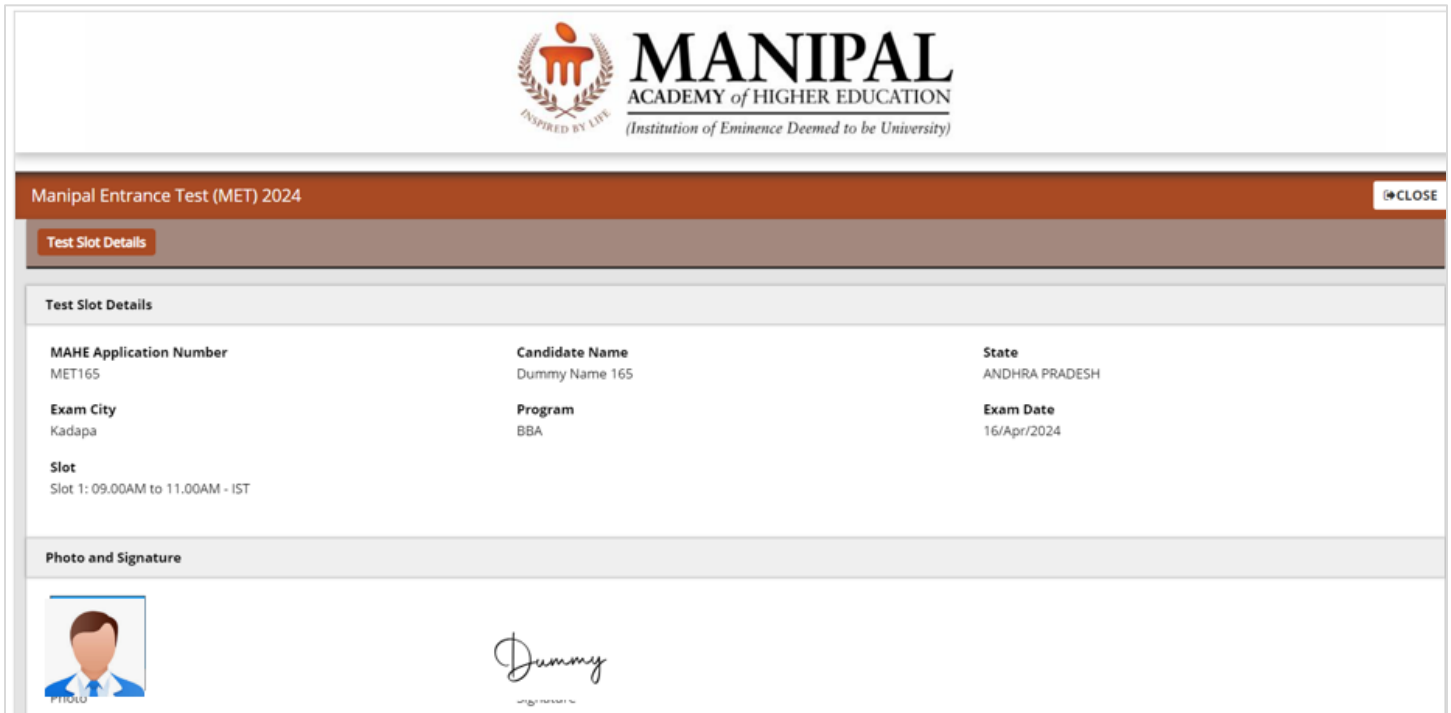Manipal Entrance Test (MET) 2024   ☞CLOSE

Test Slot Details

Test Slot Details

MAHE Application Number
MET165

Candidate Name
Dummy Name 165

State
ANDHRA PRADESH

Exam City
Kadapa

Program
BBA

Exam Date
16/Apr/2024

Slot
Slot 1: 09.00AM to 11.00AM - IST

Photo and Signature
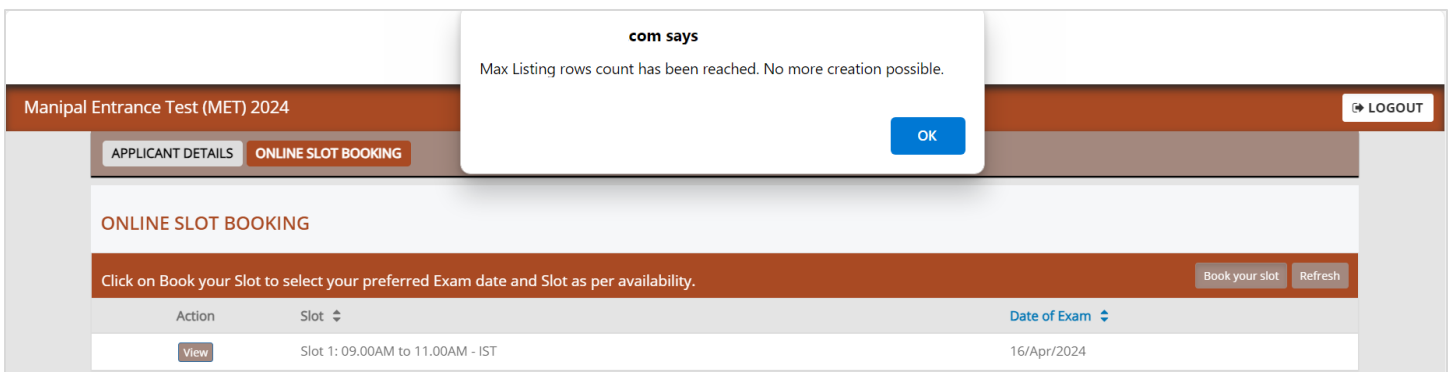

Exam Date and Slot will also be displayed as under

After booking the slot, if you click again on "Book your slot", the following message will be displayed which indicates that you have already completed this activity.

Note: Do not close the browser window directly. Please use "Log out" button only.

3. Query Resolution

- All queries are to be sent to admissions@manipal.edu
- Queries sent to any other email id will be NOT replied to
- **Slot once booked, cannot be changed under any circumstances**

We wish you All the Best for the Manipal Entrance Test

The Admissions Team

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Email: admissions@manipal.edu

Updated on 02 April 2024, 7:00 PM