



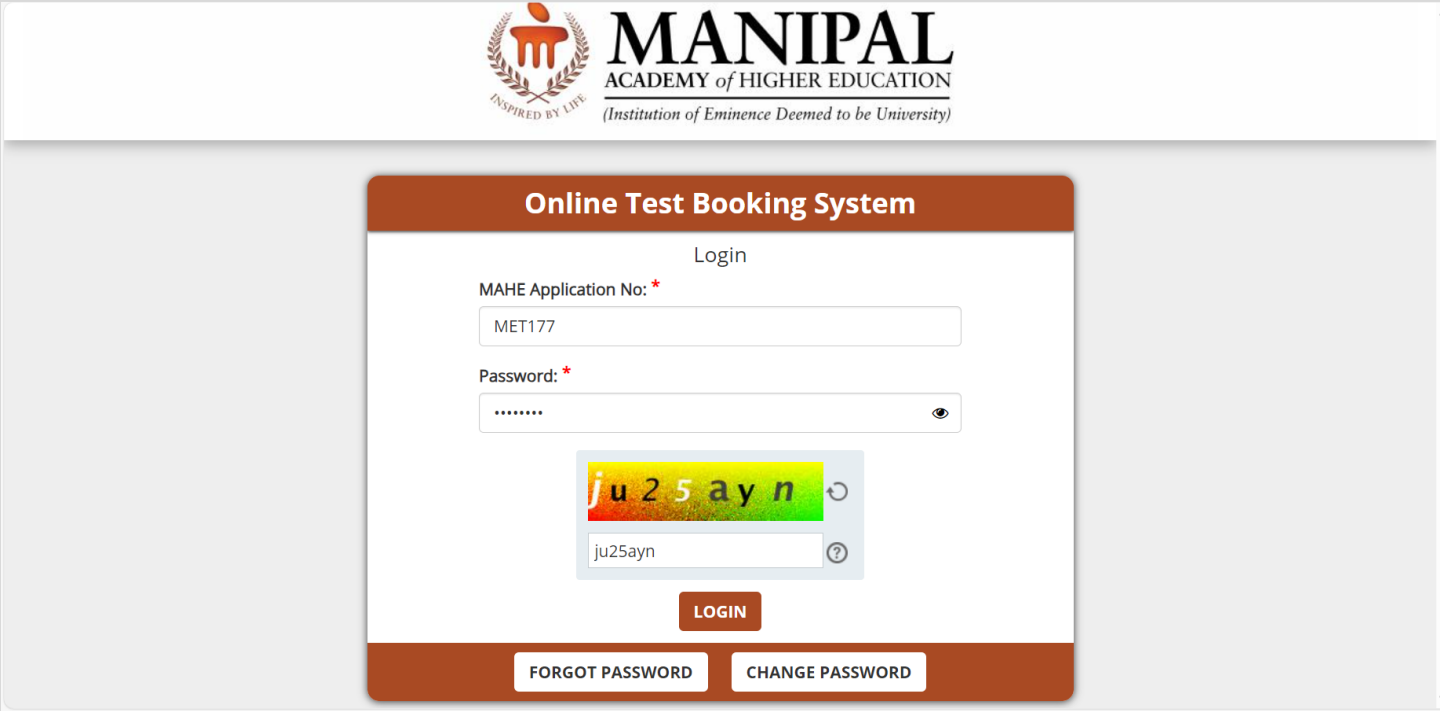
Online Test Booking System (OTBS) Instructions

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.: *

Old Password: *

New Password: *

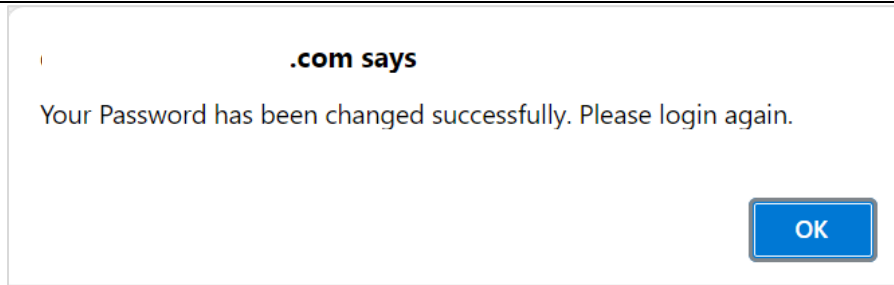
Confirm New Password: *


Type 7 characters as shown in image ?

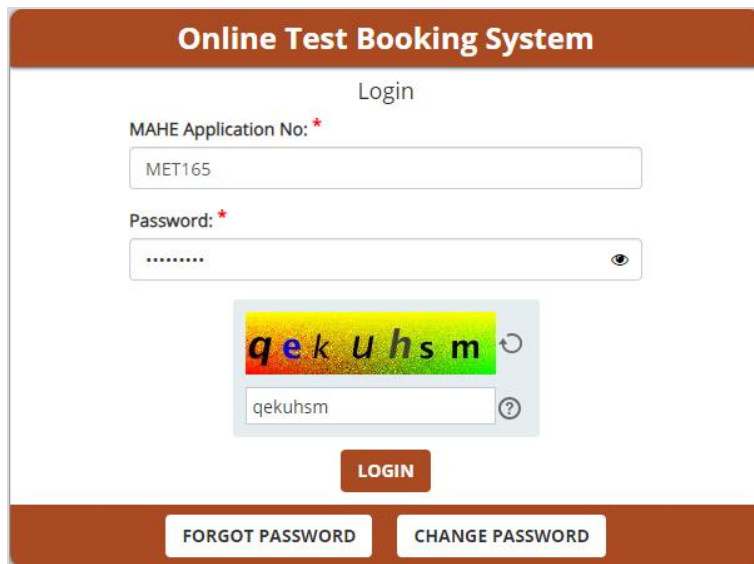
CHANGE PASSWORD

LOGIN

The following message is displayed confirming the password is changed successfully.



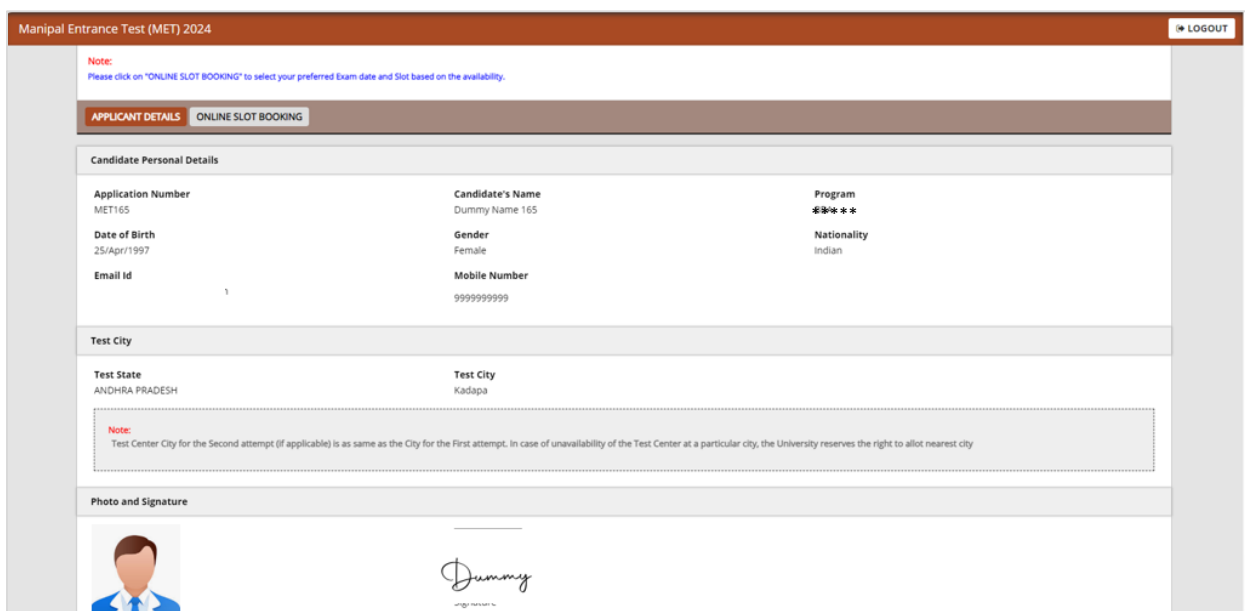
Relog in with your Application No. as User ID and with New password



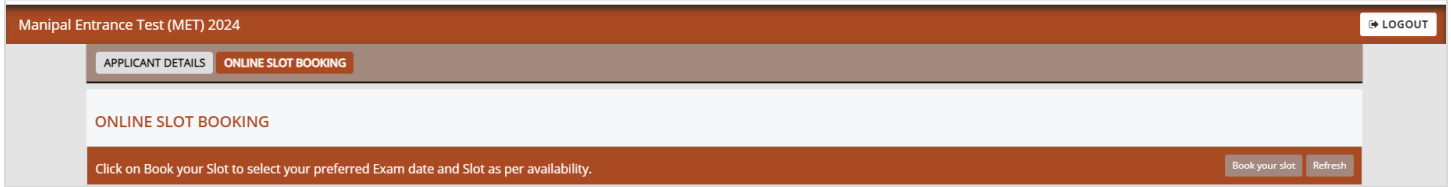
After logging in verify your details displayed.

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



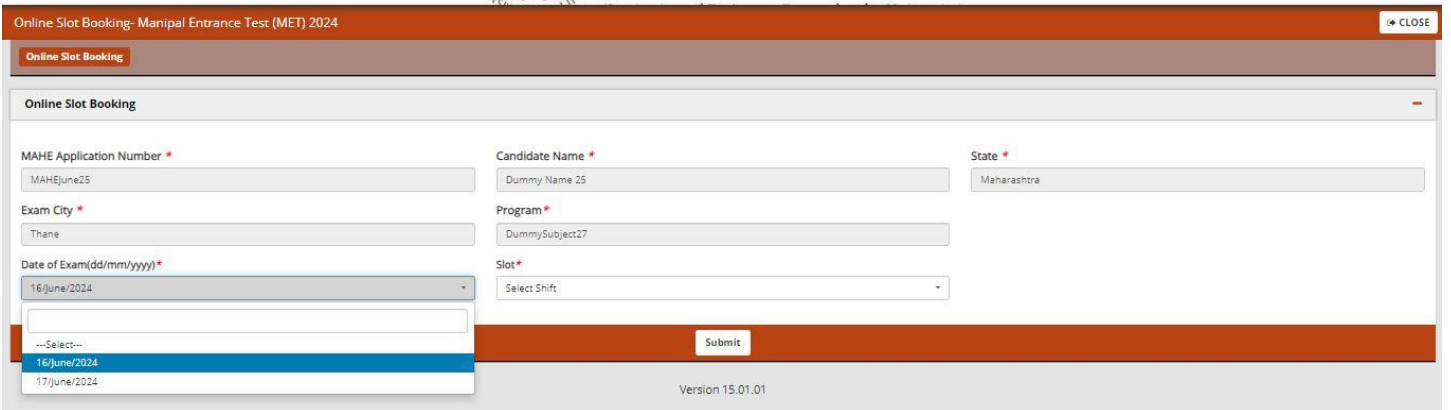
Manipl Entrance Test (MET) 2024 LOGOUT

APPLICANT DETAILS ONLINE SLOT BOOKING

ONLINE SLOT BOOKING

Click on Book your Slot to select your preferred Exam date and Slot as per availability. Book your slot Refresh

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



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

Online Slot Booking

MAHE Application Number * Candidate Name * State *

MAHEJune25 Dummy Name 25 Maharashtra

Exam City * Program *

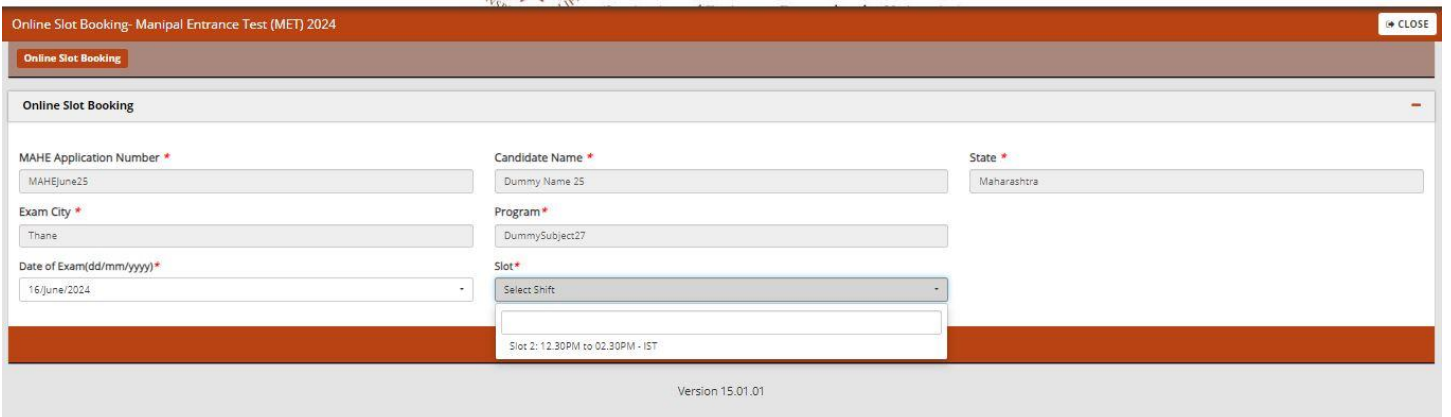
Thane DummySubject27

Date of Exam(dd/mm/yyyy) * Slot *

16/June/2024 Select Shift

Submit

Version 15.01.01



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

Online Slot Booking

MAHE Application Number * Candidate Name * State *

MAHEJune25 Dummy Name 25 Maharashtra

Exam City * Program *

Thane DummySubject27

Date of Exam(dd/mm/yyyy) * Slot *

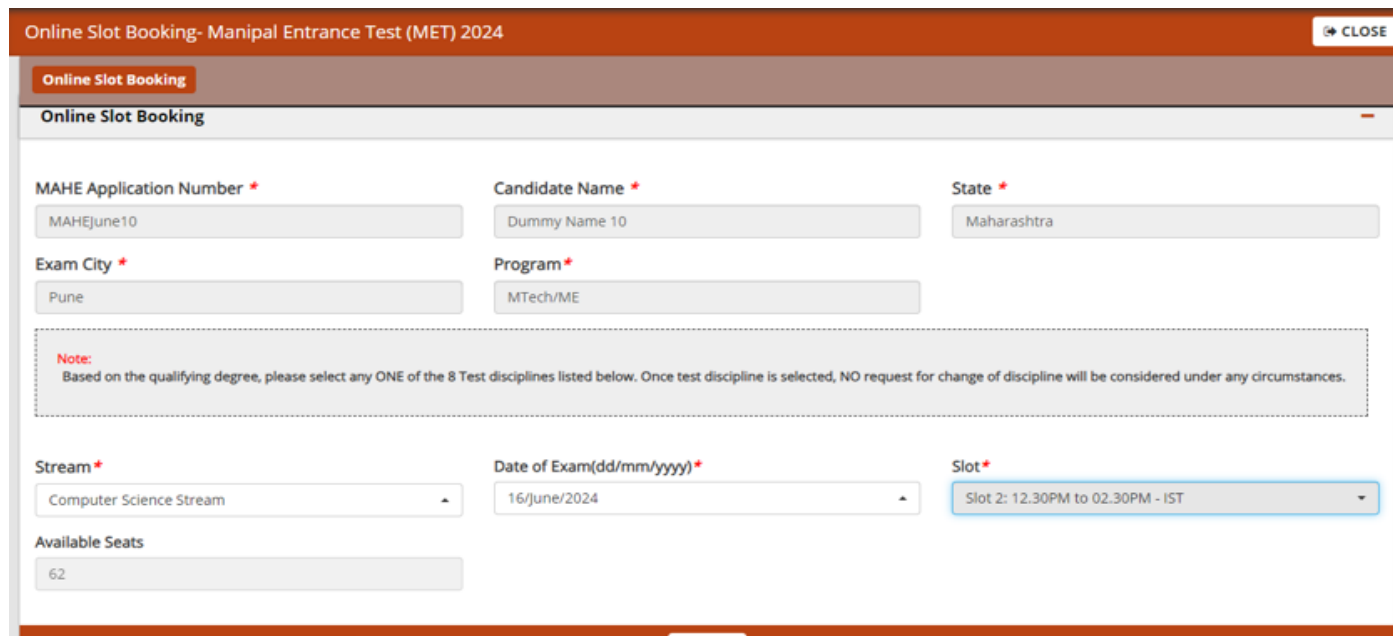
16/June/2024 Select Shift

Slot 2: 12.30PM to 02.30PM - IST

Version 15.01.01

Only for MTech and ME programs:

Based on the qualifying degree, the candidate is expected to select any ONE of the 8 Test disciplines, during Day / Slot booking in the Online Test booking system (OTBS). Once test discipline is selected during test slot booking, NO request for change of discipline will be considered under any circumstances.



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

Online Slot Booking

MAHE Application Number * Candidate Name * State *

Exam City * Program *

Note:
Based on the qualifying degree, please select any ONE of the 8 Test disciplines listed below. Once test discipline is selected, NO request for change of discipline will be considered under any circumstances.

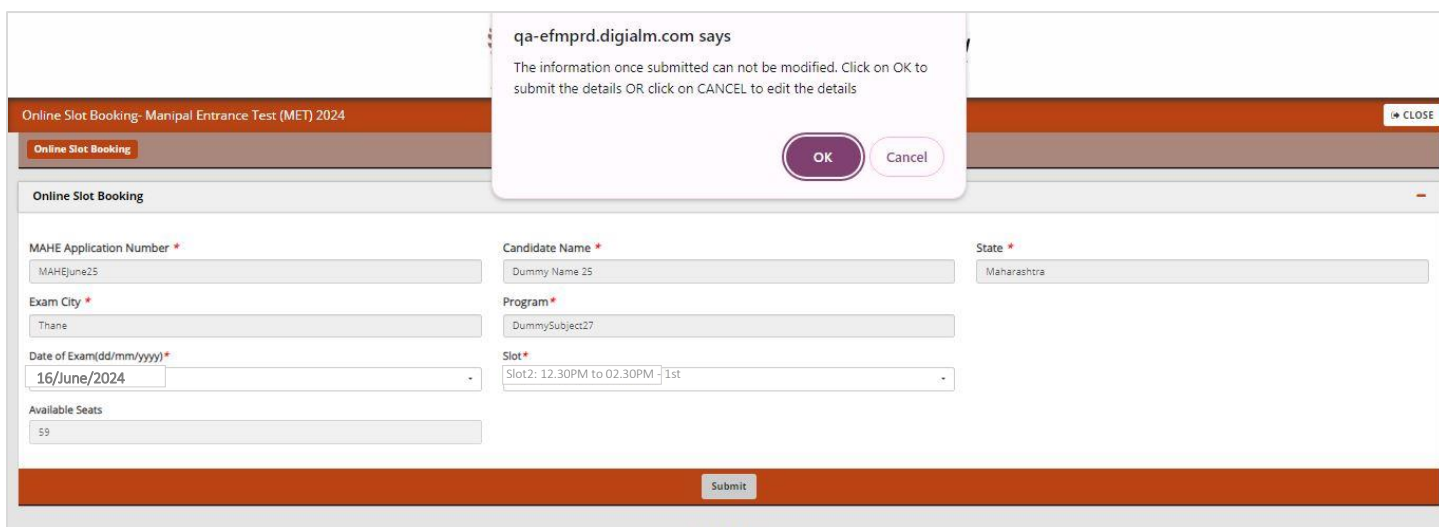
Stream * Date of Exam(dd/mm/yyyy) * Slot *

Available Seats

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

Then click on “**Submit**” button.

Note: Availability 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



qa-efmprd.digialm.com says
The information once submitted can not be modified. Click on OK to submit the details OR click on CANCEL to edit the details

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

Online Slot Booking

MAHE Application Number * Candidate Name * State *

Exam City * Program *

Date of Exam(dd/mm/yyyy) * Slot *

Available Seats

Submit

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

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

com says

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

[OK](#)

Online Slot Booking

MAHE Application Number *

Candidate Name *

State *

Exam City *

Program *

Date of Exam(dd/mm/yyyy) *

Slot *

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

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

.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

MAHE Application Number *

Candidate Name *

State *

Exam City *

Program *

Date of Exam(dd/mm/yyyy) *

Slot *

Available Seats

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 June 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 12 June 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


Test Slot Details

Test Slot Details


MAHE Application Number MAHEJune25	Candidate Name Dummy Name 25	State Maharashtra
Exam City Thane	Program DummySubject27	Exam Date 16/June/2024
Slot Slot 2: 12:30PM to 02:30PM - 1st		

Photo and Signature


Photo


Signature

Exam Date and Slot will also be displayed as under



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 ***	Exam Date 16/June/2024
Slot Slot2: 12.30PM to 02.30PM - 1st		

Photo and Signature


Photo


Signature

Manipal Entrance Test (MET) 2024

LOGOUT

APPLICANT DETAILS ONLINE SLOT BOOKING

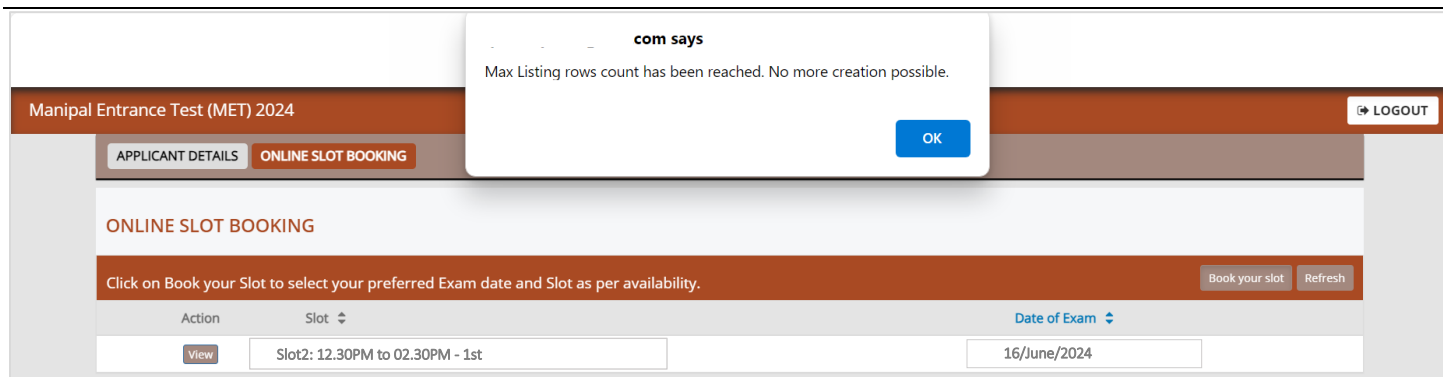
ONLINE SLOT BOOKING

Click on Book your Slot to select your preferred Exam date and Slot as per availability.

Refresh

Action	MAHE Application No	Slot	Date of Exam	Photopath	Signaturepath
Book	MAHEPhase12	Slot2: 12.30PM to 02.30PM - 1st	16/June/2024		

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.



Manipal Entrance Test (MET) 2024

APPLICANT DETAILS ONLINE SLOT BOOKING

ONLINE SLOT BOOKING

Click on Book your Slot to select your preferred Exam date and Slot as per availability.

Book your slot Refresh

Action	Slot	Date of Exam
View	Slot2: 12.30PM to 02.30PM - 1st	16/June/2024

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

Manipal Academy of Higher Education (MAHE), Manipal

www.manipal.edu

Tel: +91 9243777700

Email: admissions@manipal.edu

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