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# Online Test Booking System (OTBS) Instructions

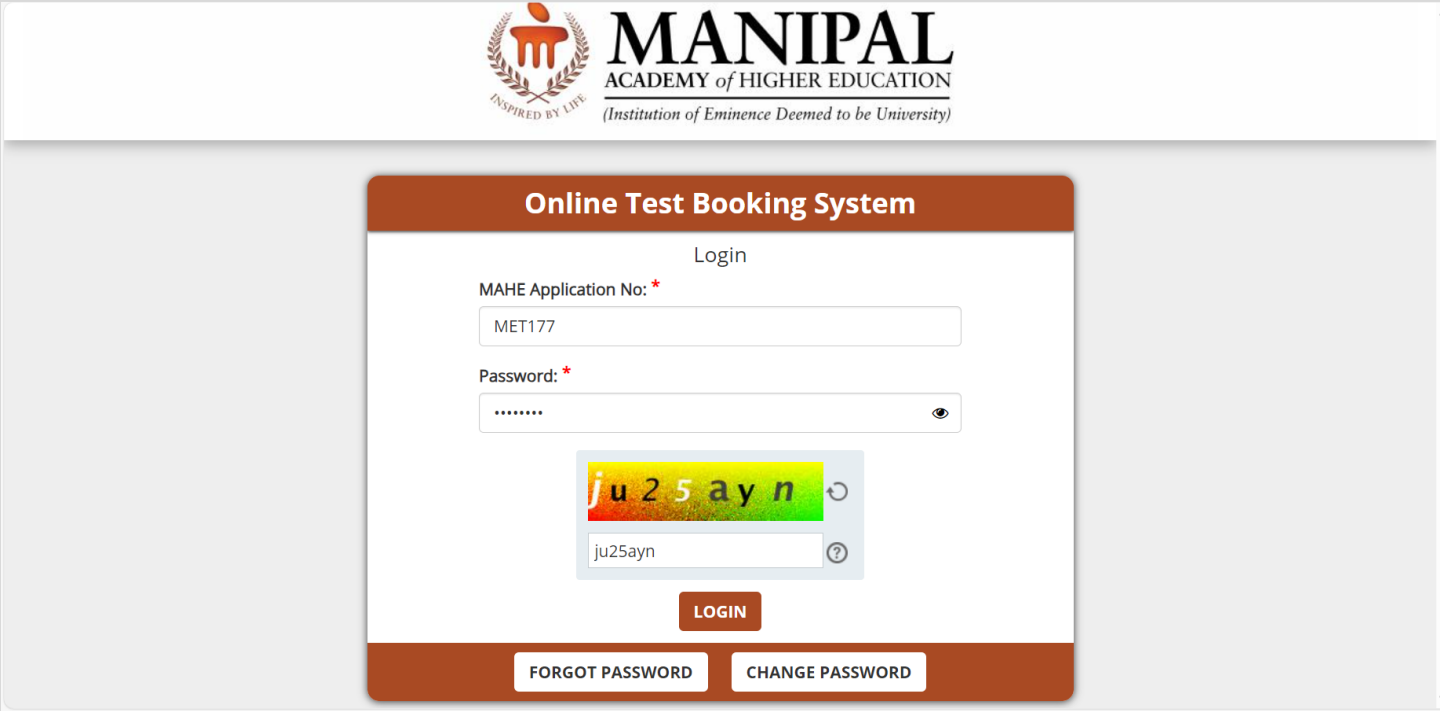
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### 1. Introduction

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: \*

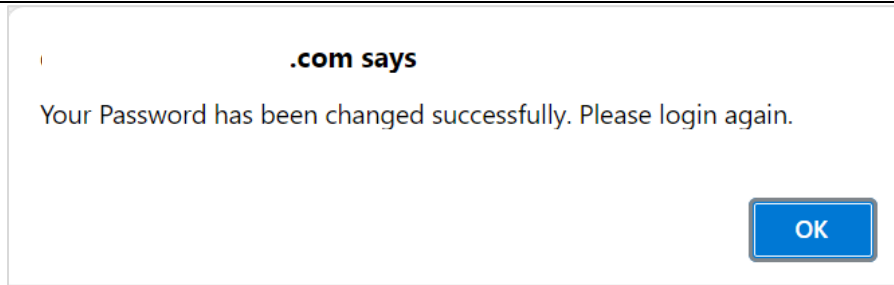
Confirm New Password: \*

  
Type 7 characters as shown in image ?

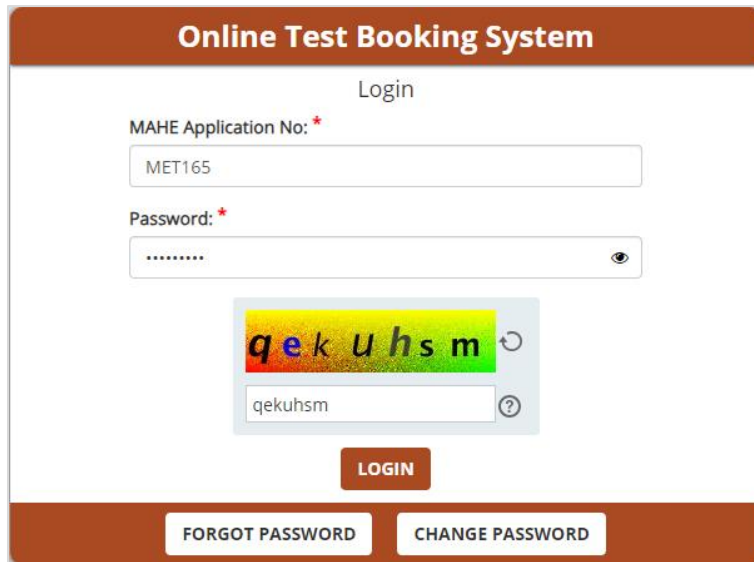
**CHANGE PASSWORD**

**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



**Online Test Booking System**

Login

MAHE Application No: \*

Password: \*

q e k u h s m

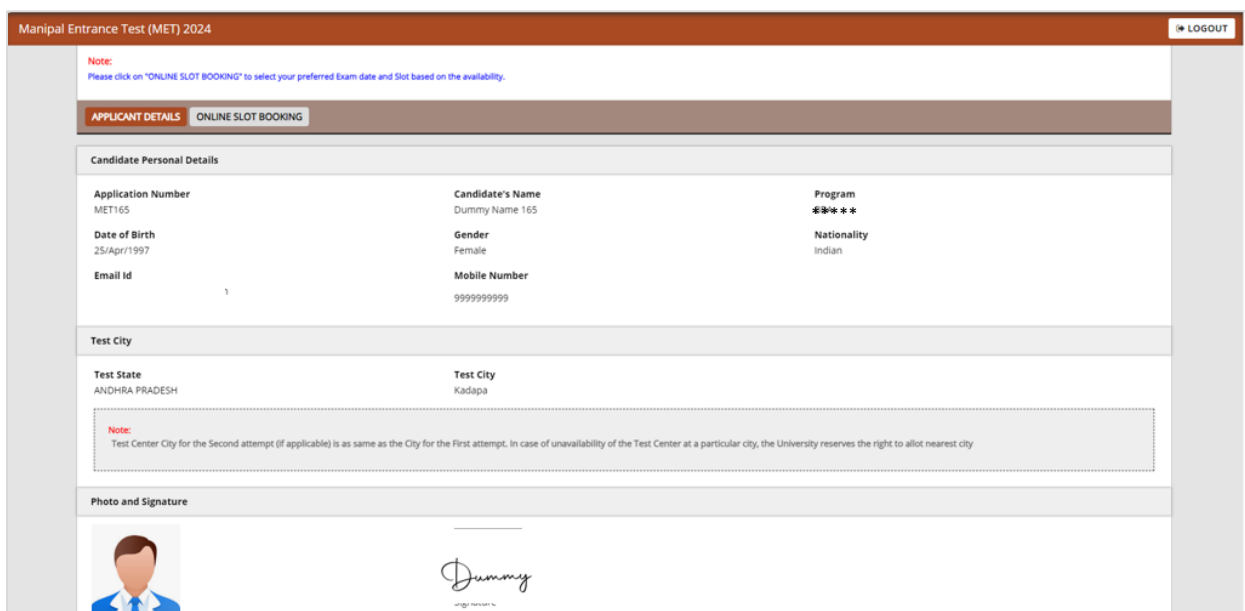
[LOGIN](#)

[FORGOT PASSWORD](#)    [CHANGE 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



Manipl Entrance Test (MET) 2024 [LOGOUT](#)

**Note:**  
Please click on "ONLINE SLOT BOOKING" to select your preferred Exam date and Slot based on the availability.

**APPLICANT DETAILS**    **ONLINE SLOT BOOKING**

**Candidate Personal Details**


<b>Application Number</b> MET165	<b>Candidate's Name</b> Dummy Name 165	<b>Program</b> *****
<b>Date of Birth</b> 25/Apr/1997	<b>Gender</b> Female	<b>Nationality</b> Indian
<b>Email id</b> 1	<b>Mobile Number</b> 9999999999	


**Test City**

<b>Test State</b> ANDHRA PRADESH	<b>Test City</b> Kadapa
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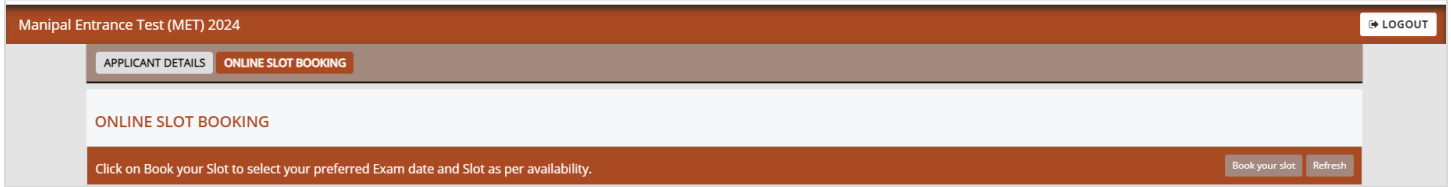
**Note:**  
Test Center City for the Second attempt (if applicable) is as same as the City for the First attempt. In case of unavailability of the Test Center at a particular city, the University reserves the right to allot nearest city

**Photo and Signature**





Click on “Book your Slot” button



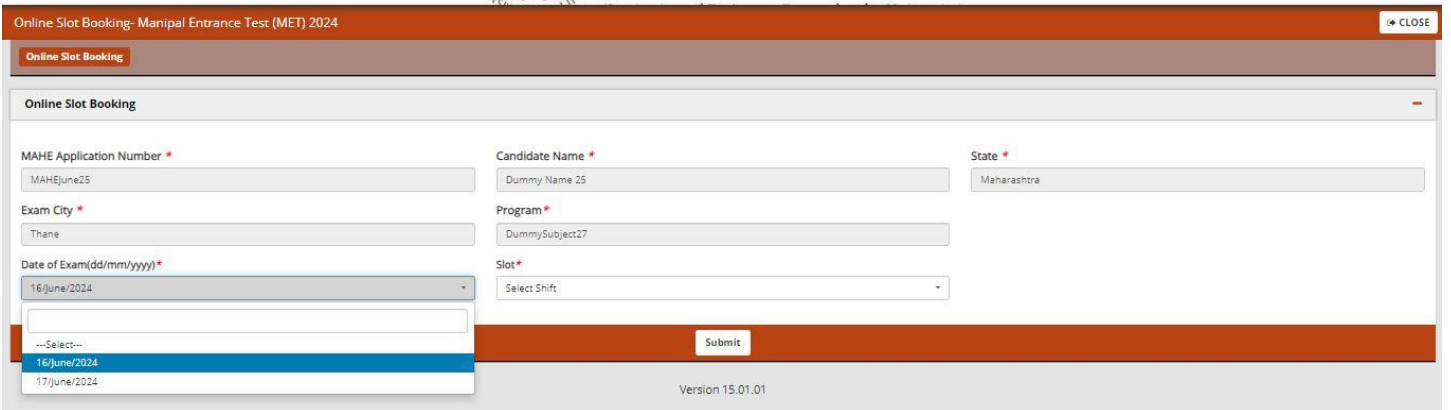
Maniplal Entrance Test (MET) 2024 LOGOUT

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- Maniplal Entrance Test (MET) 2024 CLOSE

Online Slot Booking

MAHE Application Number \* Candidate Name \* State \*

MAHEJune25 Dummy Name 25 Maharashtra

Exam City \* Program \*

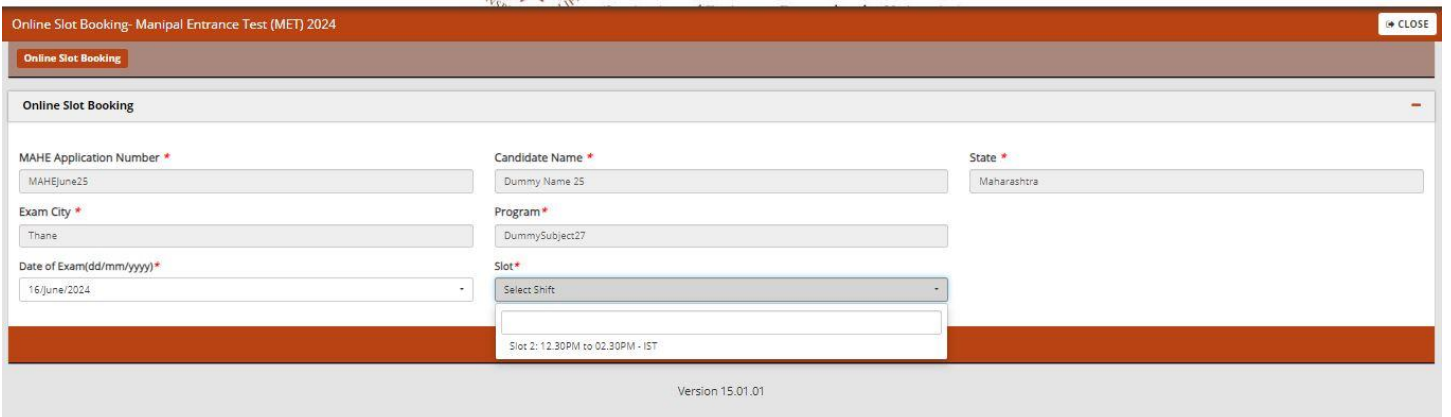
Thane DummySubject27

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

16/June/2024 Select Shift

Submit

Version 15.01.01



Online Slot Booking- Maniplal 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 \*

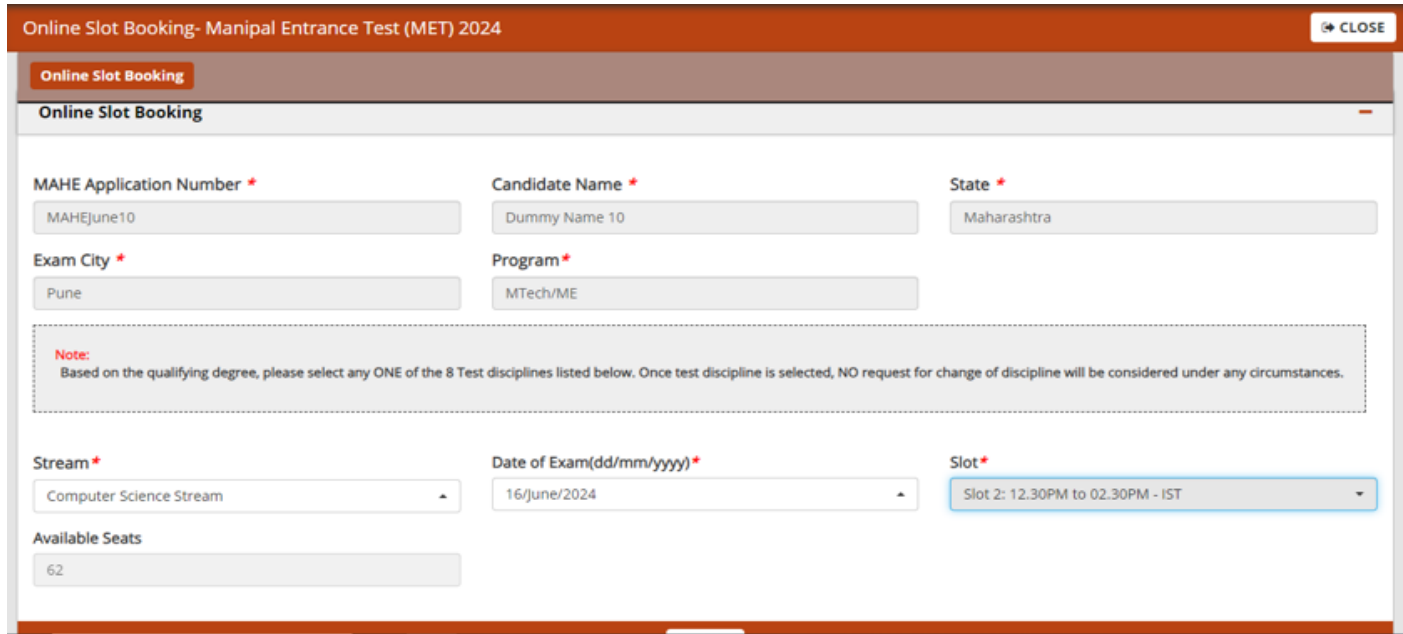
16/June/2024 Select Shift

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.

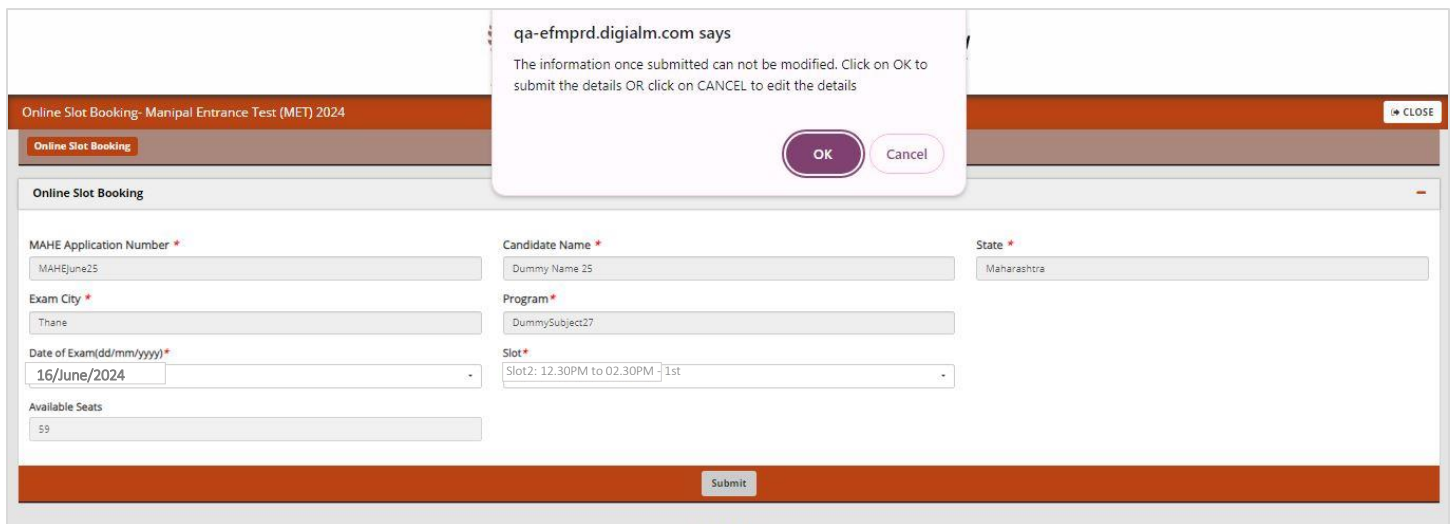
Stream \*  Date of Exam(dd/mm/yyyy) \*  Slot \*

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.

CLOSE

**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**

<b>MAHE Application Number *</b> <input type="text" value="MET165"/>	<b>Candidate Name *</b> <input type="text" value="Dummy Name 165"/>	<b>State *</b> <input type="text" value="ANDHRA PRADESH"/>
<b>Exam City *</b> <input type="text" value="Kadapa"/>	<b>Program *</b> <input type="text" value="***"/>	
<b>Date of Exam(dd/mm/yyyy) *</b> <input type="text" value="16/June/2024"/>	<b>Slot *</b> <input type="text" value="Slot2: 12.30PM to 02.30PM - 1st"/>	

[Submit](#)

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

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- Manipal Entrance Test (MET) 2024
CLOSE

Online Slot Booking

**Online Slot Booking**

<b>MAHE Application Number *</b> <input type="text" value="MET165"/>	<b>Candidate Name *</b> <input type="text" value="Dummy Name 165"/>	<b>State *</b> <input type="text" value="ANDHRA PRADESH"/>
<b>Exam City *</b> <input type="text" value="Kadapa"/>	<b>Program *</b> <input type="text" value="***"/>	
<b>Date of Exam(dd/mm/yyyy) *</b> <input type="text" value="16/June/2024"/>	<b>Slot *</b> <input type="text" value="Slot2: 12.30PM to 02.30PM - 1st"/>	

**Available Seats**

[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 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
→ CLOSE

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Manipal Entrance Test (MET) 2024


Test Slot Details

**Test Slot Details**


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

**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**

<b>MAHE Application Number</b> MET165	<b>Candidate Name</b> Dummy Name 165	<b>State</b> ANDHRA PRADESH
<b>Exam City</b> Kadapa	<b>Program</b> ***	<b>Exam Date</b> 16/June/2024
<b>Slot</b> Slot2: 12.30PM to 02.30PM - 1st		

**Photo and Signature**

  
PHOTO

  
Signature

Manipal Entrance Test (MET) 2024
→ LOGOUT

APPLICANT DETAILS
ONLINE SLOT BOOKING

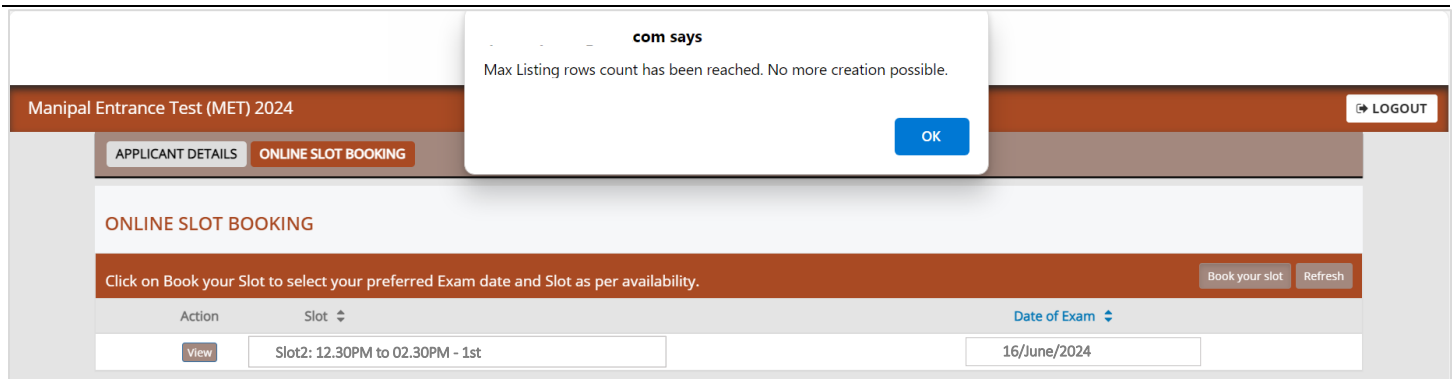
ONLINE SLOT BOOKING

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
📄	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.





com says  
Max Listing rows count has been reached. No more creation possible.

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. Book your slot Refresh

Action	Slot	Date of Exam
<span>View</span>	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](mailto: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](http://www.manipal.edu)

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Email: [admissions@manipal.edu](mailto:admissions@manipal.edu)

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