MANIPAL
ACADEMY of HIGHER EDUCATION
(Institution of Eminence Deemed to be University)

2025

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:443//EForms/configuredHtml/32833/93622/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.

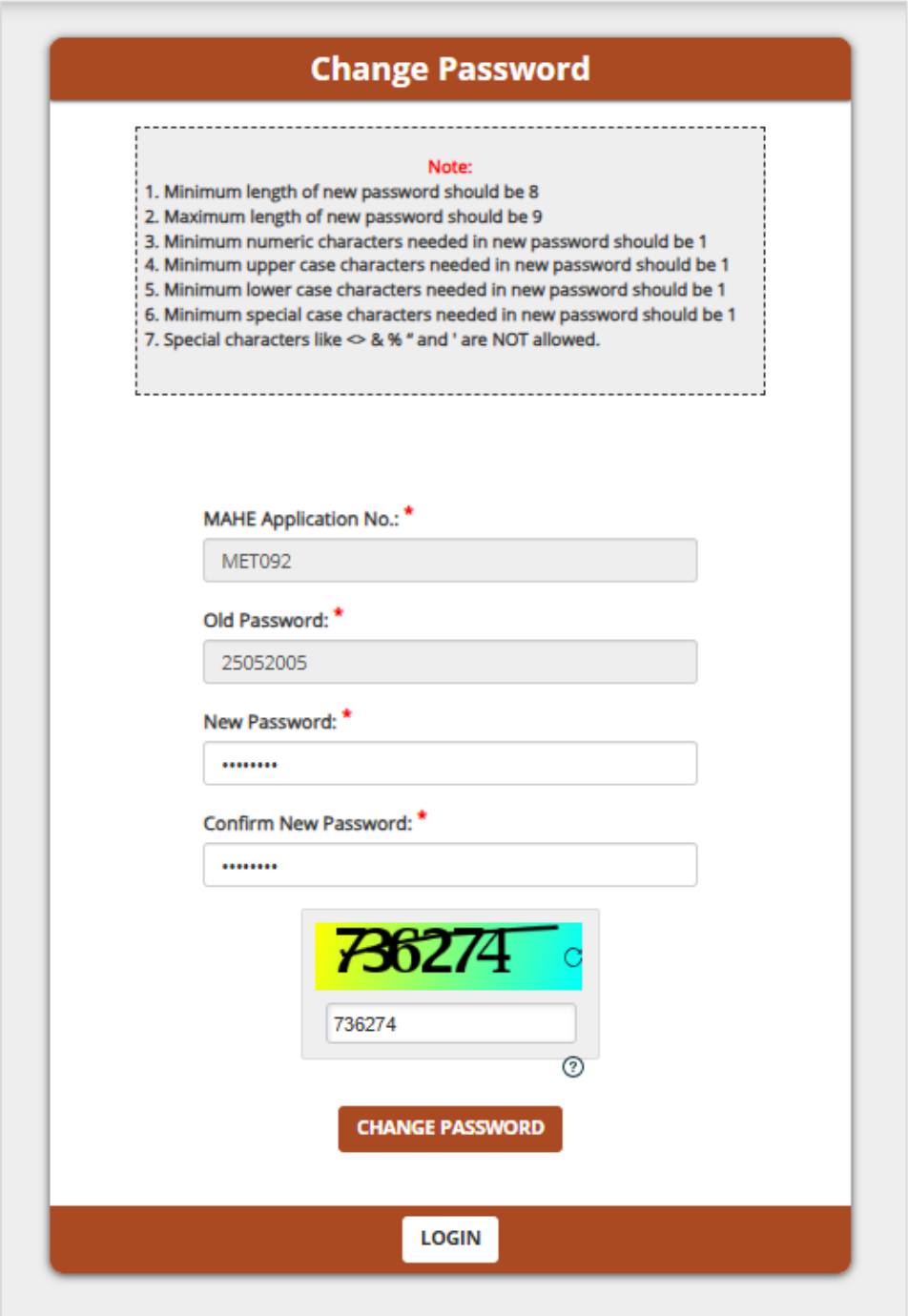
If required, use "Forgot password" option to retrieve your OTBS password.

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

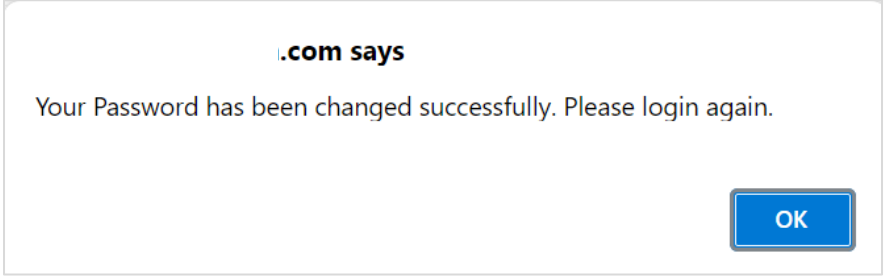
- Minimum length of new password should be 8
- Maximum length of new password should be 9
- Minimum numeric characters needed in new password should be 1
- Minimum upper case characters needed in new password should be 1
- Minimum lower case characters needed in new password should be 1
- Minimum special 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

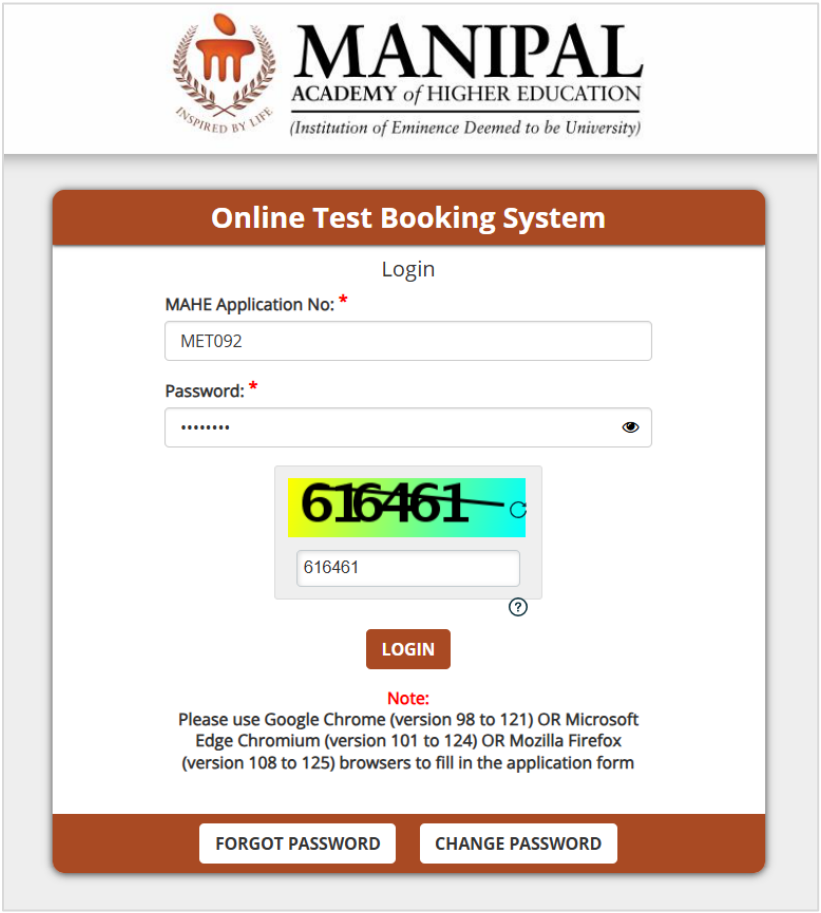
Click on **Change Password** button



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



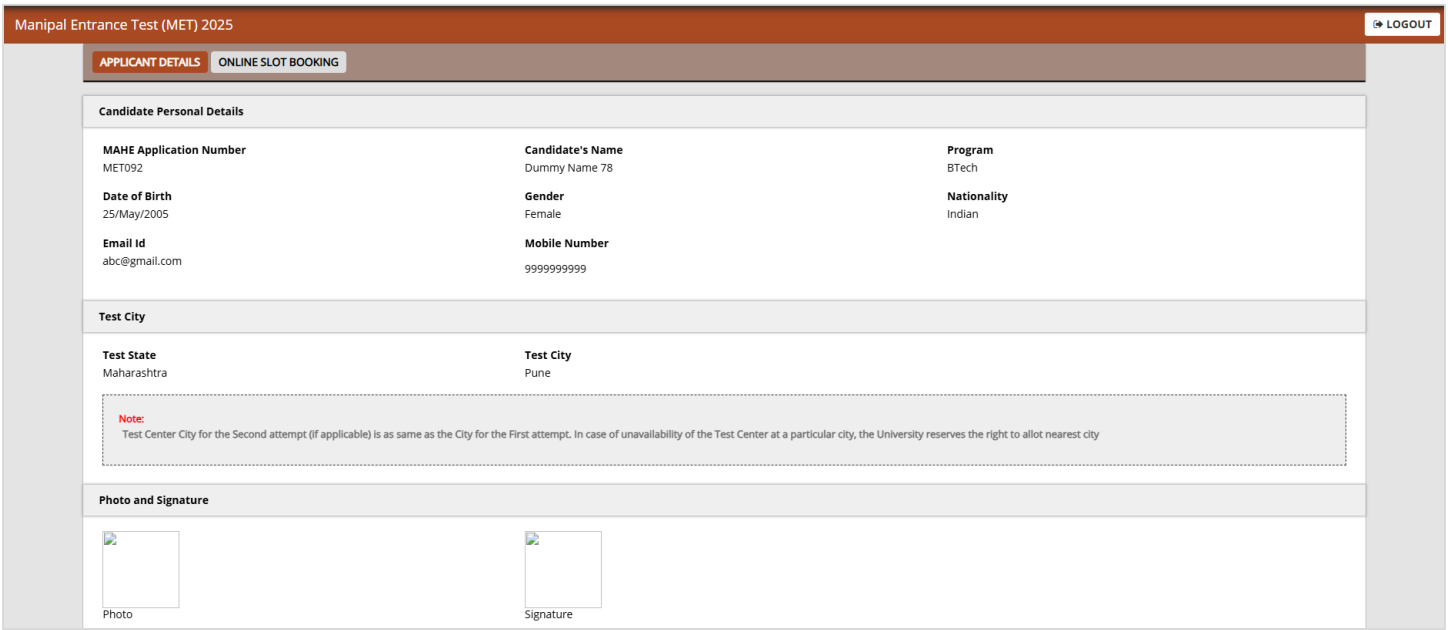
Relog in with your Application No. as User ID and with New password



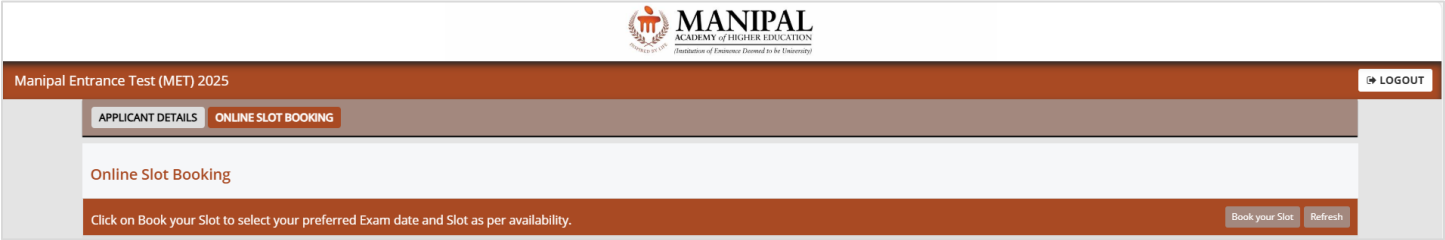
After logging in verify your details displayed.

Check your **Test City.** Please note that there is **NO** provision for changing the Test City.

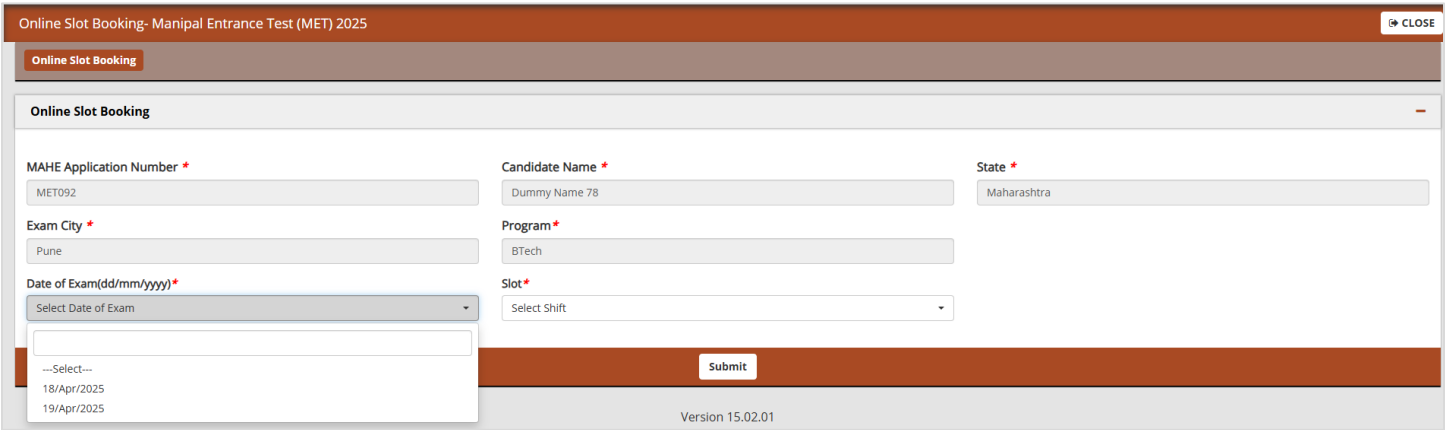
Click on "**Online Slot Booking**" button

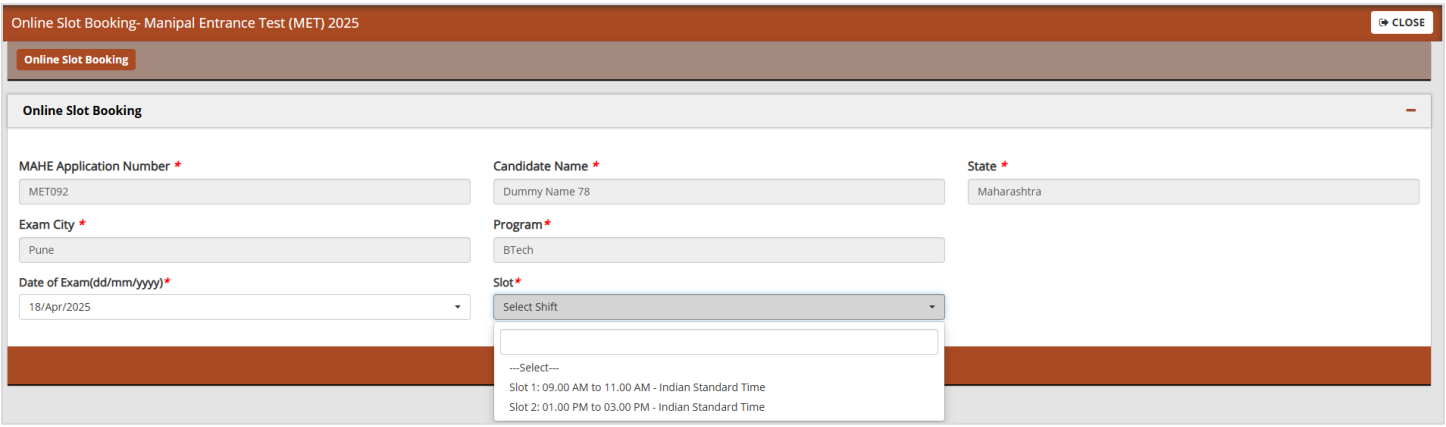


Click on **"Book your Slot"** button



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

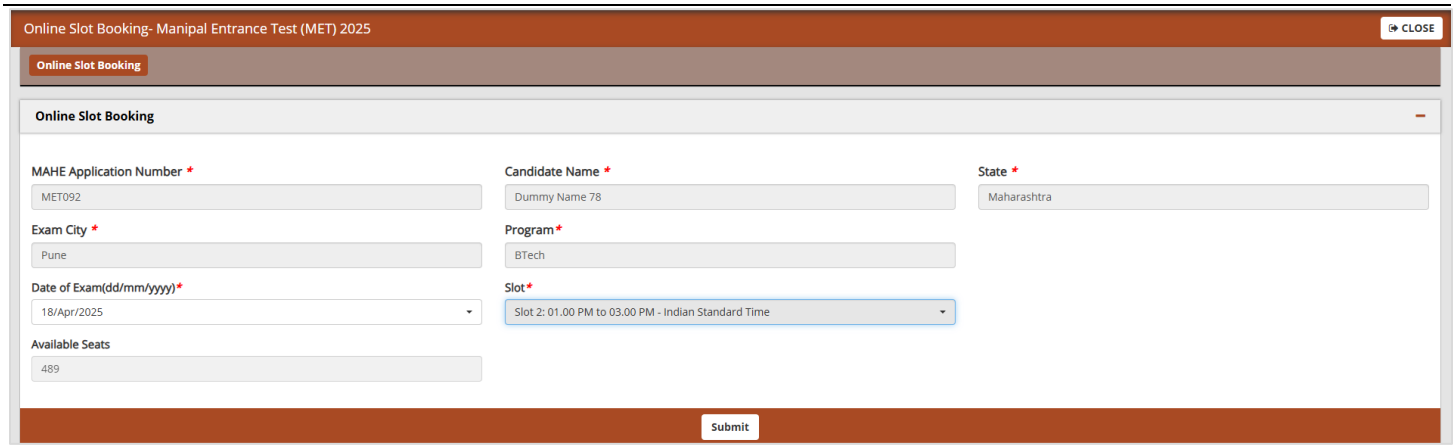




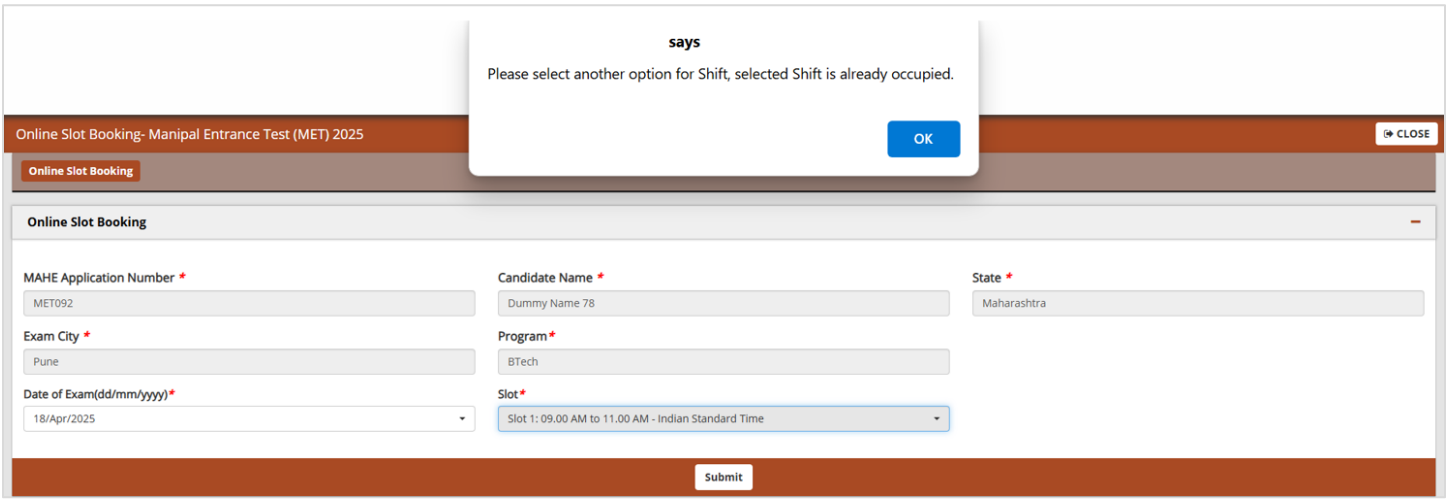
On selection of Date and Slot, the system will display the no. of seats available.

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

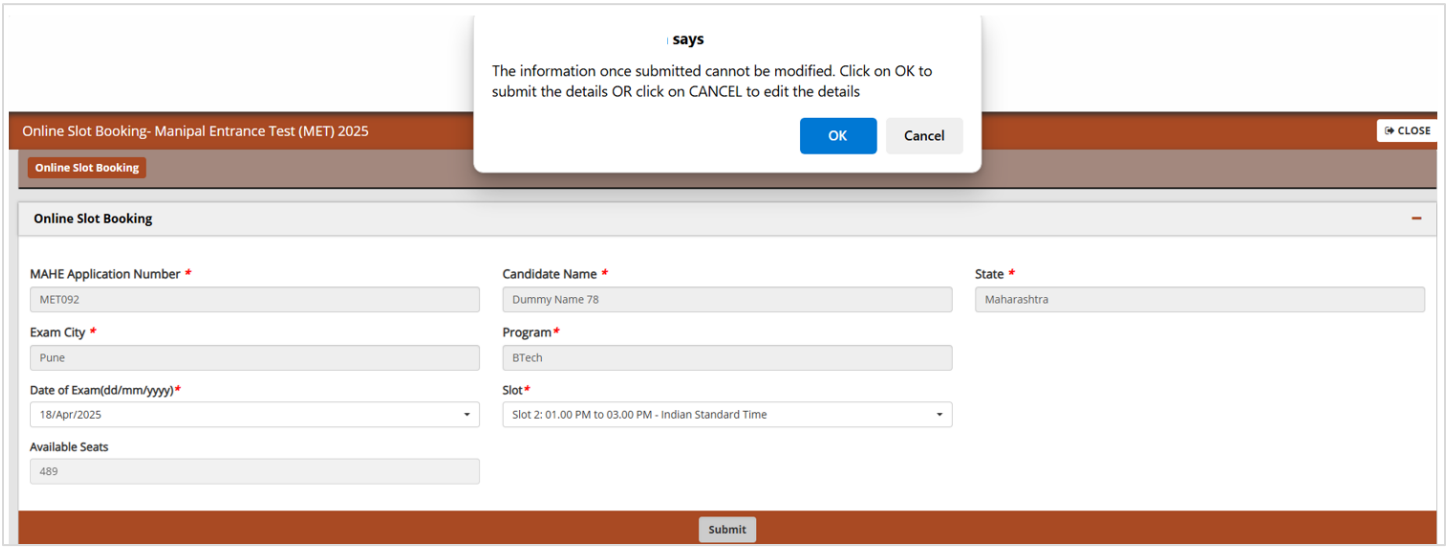
Note: Availabilty of seats changes every second. Please complete your booking quickly. It is possible that seats that are shown as available may not be available, when you click the "**Submit**" button



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

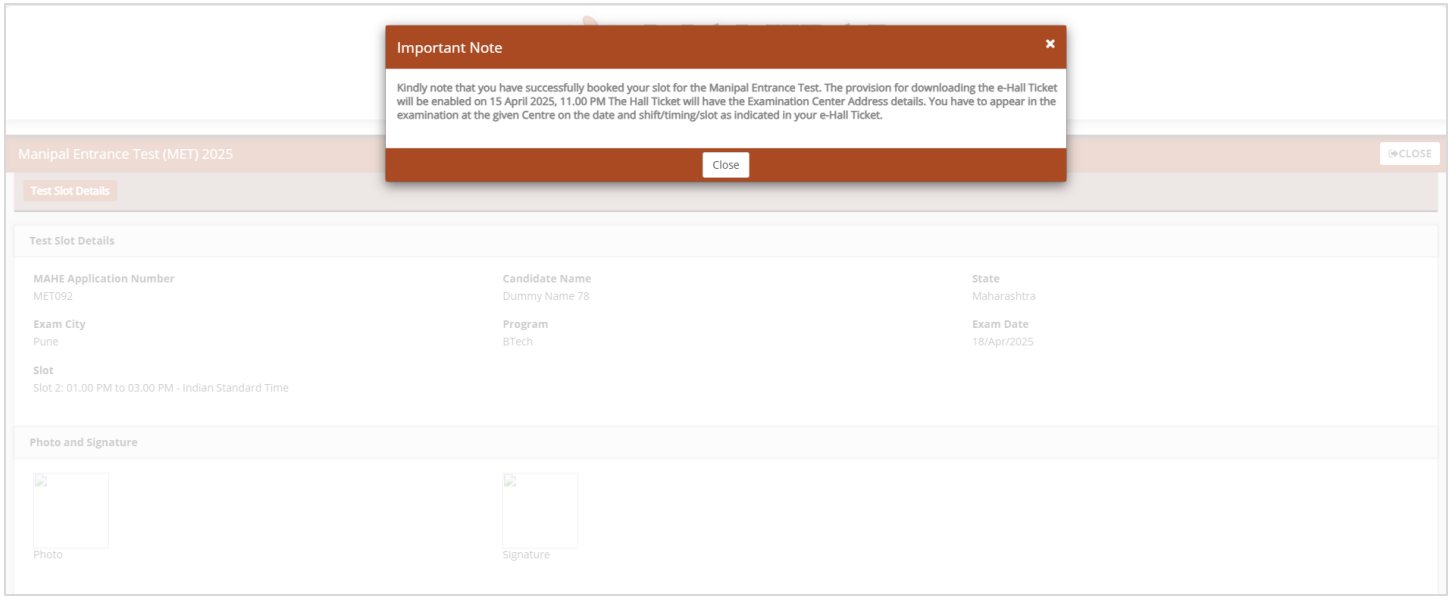


Once again confirmation will be asked. Click on “OK” to confirm and “Cancel” to review again.

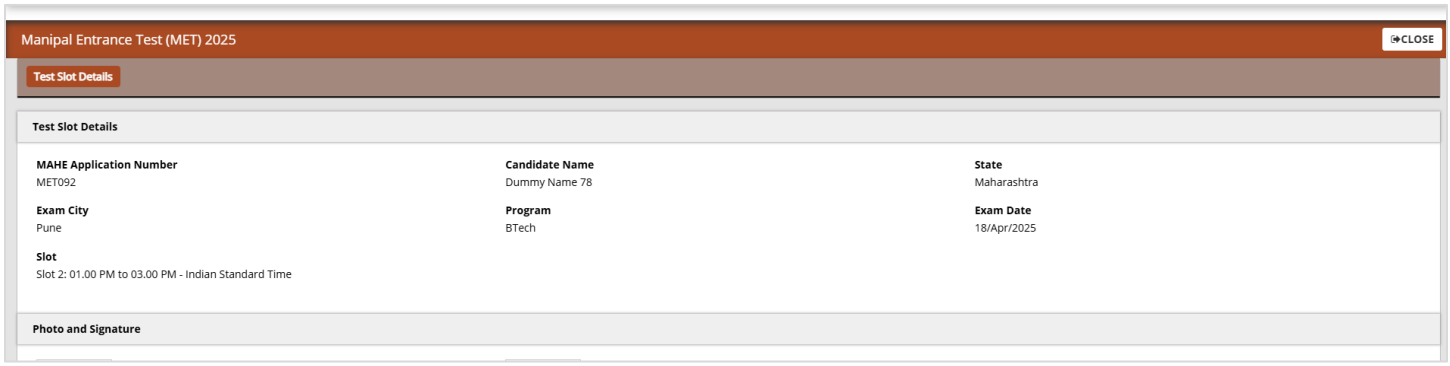


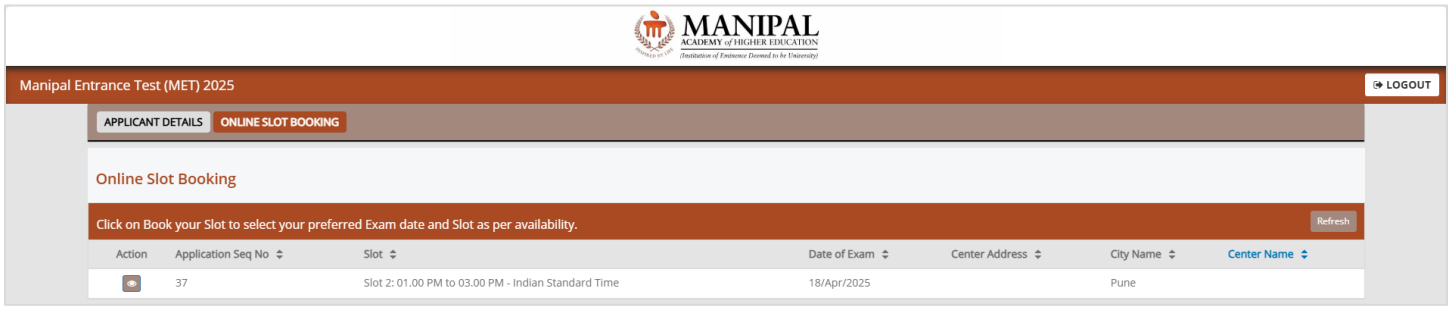
Once you click on “OK”, the following message will appear. Click on Close.

Note: The provision for downloading the Hall Ticket will be enabled on **09 May 2025 after 6:00 PM**. The Hall Ticket will have the Examination Center Address details.

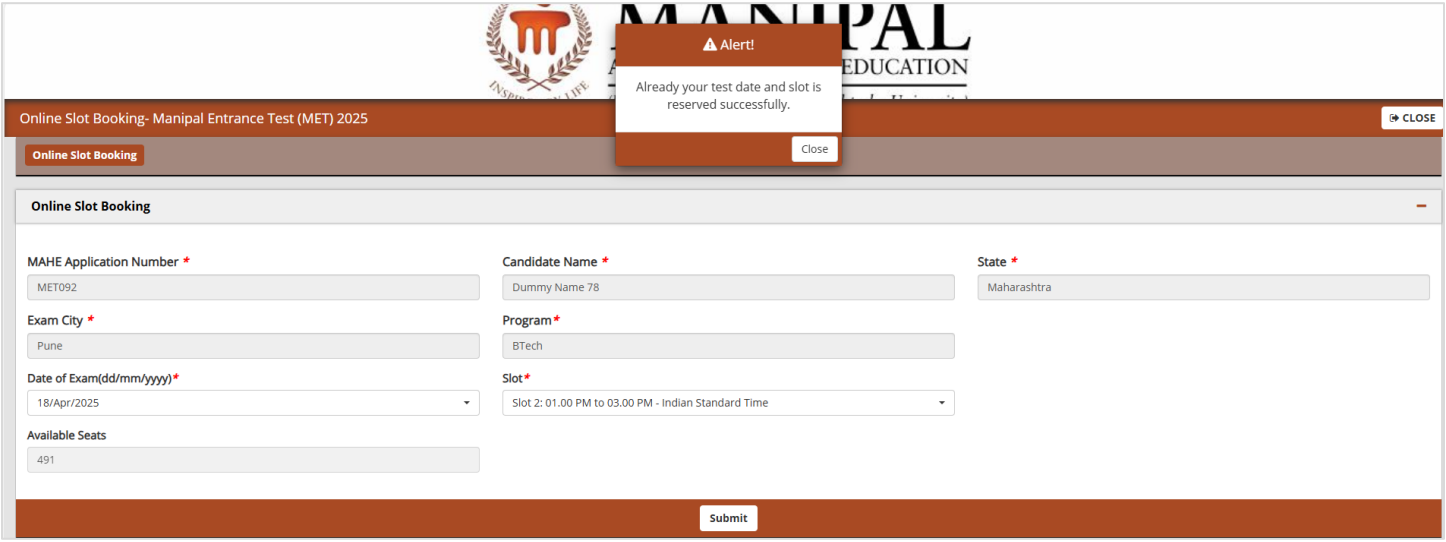


Exam Date and Slot will also be displayed as under





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

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