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# Online Test Booking System (OTBS) Instructions

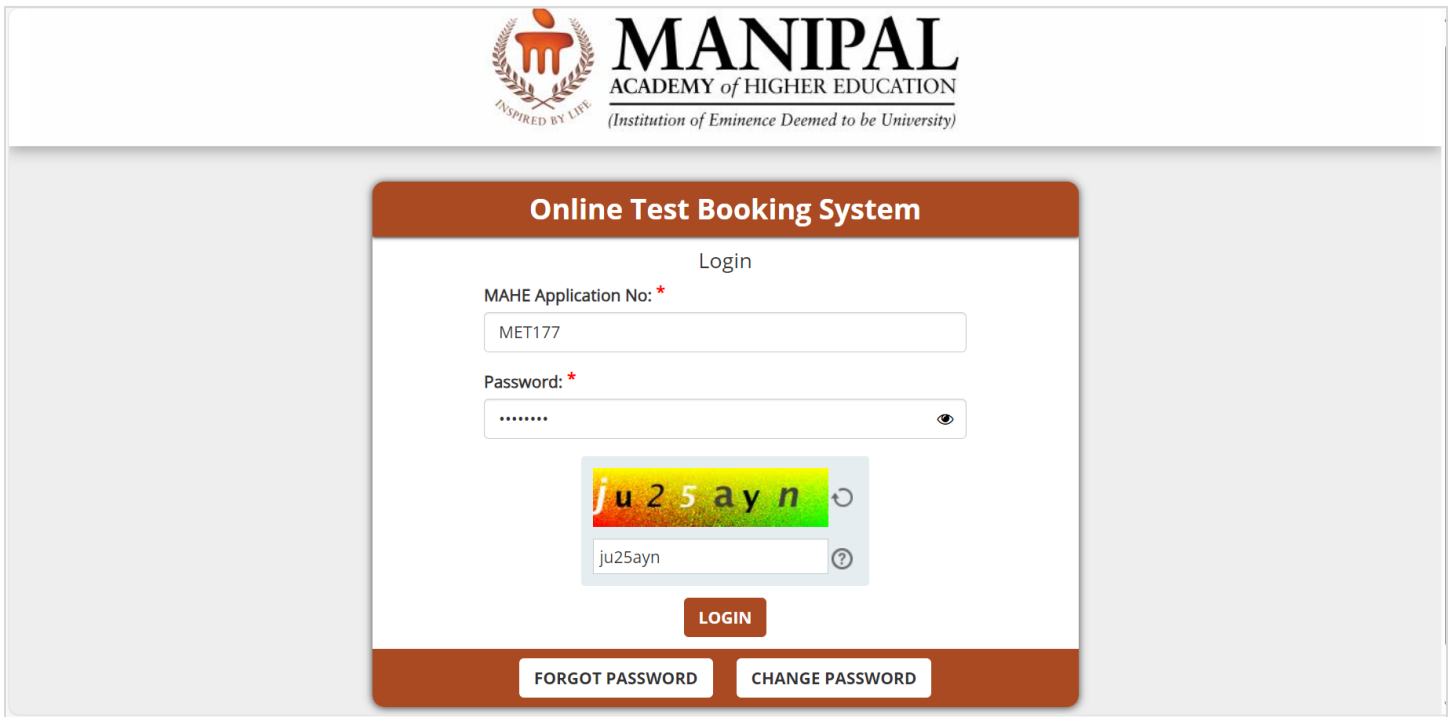
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### 1. Introduction

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:** \*



**CHANGE PASSWORD**

**LOGIN**

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

**.com says**

Your Password has been changed successfully. Please login again.

[OK](#)


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

### Online Test Booking System

Login

MAHE Application No: \*

Password: \*



[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

Manipal 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

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

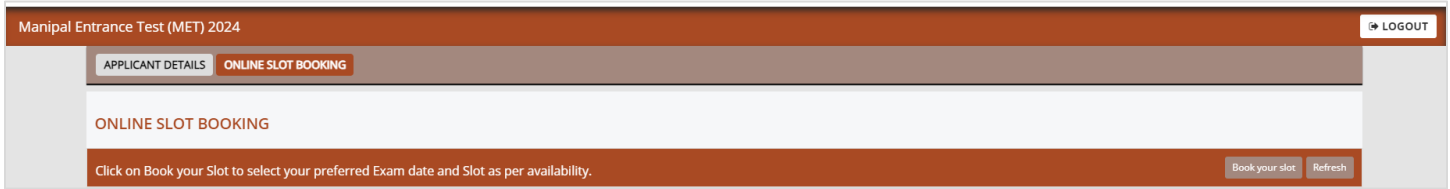
Test City

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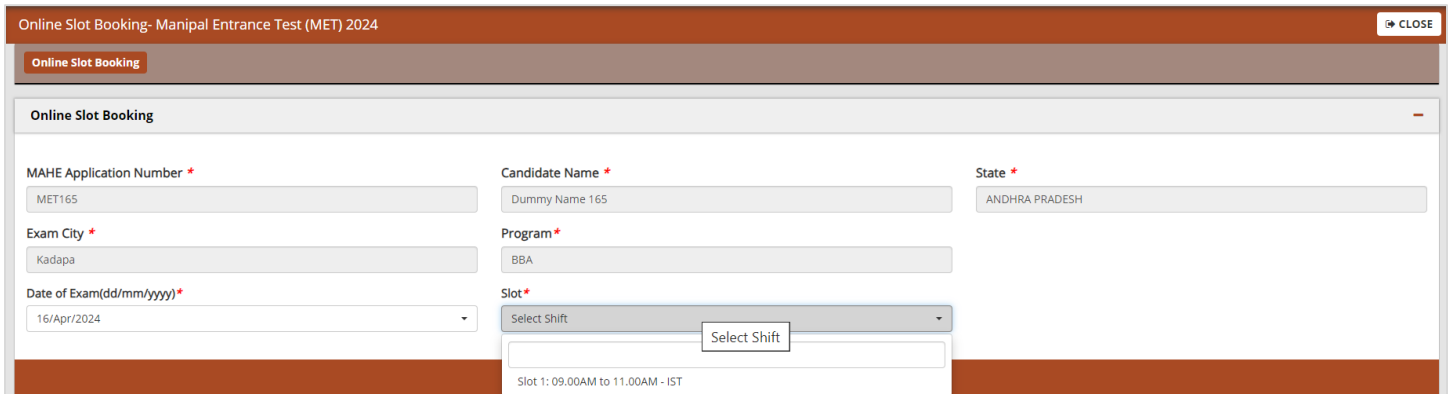
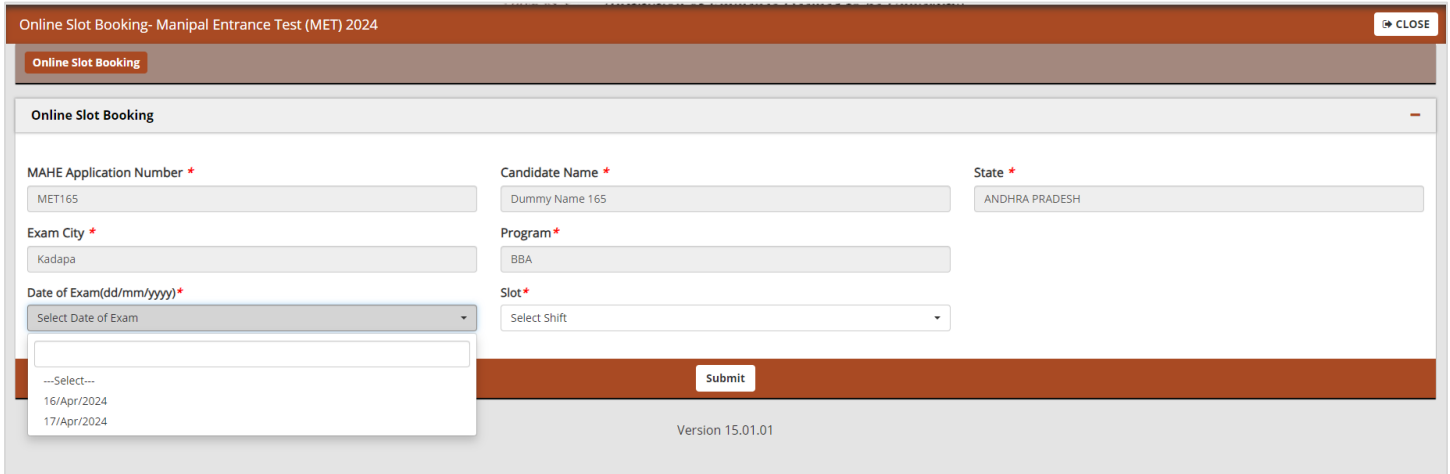
Note: Test Center City for the Second attempt (if applicable) is as same as the City for the First attempt. In case of unavailability of the Test Center at a particular city, the University reserves the right to allot nearest city

Photo and Signature

Click on “Book your Slot” button



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:** 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



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

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 \*

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

Submit

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

**i.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**

**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 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.

Manipal Entrance Test (MET) 2024
→ CLOSE

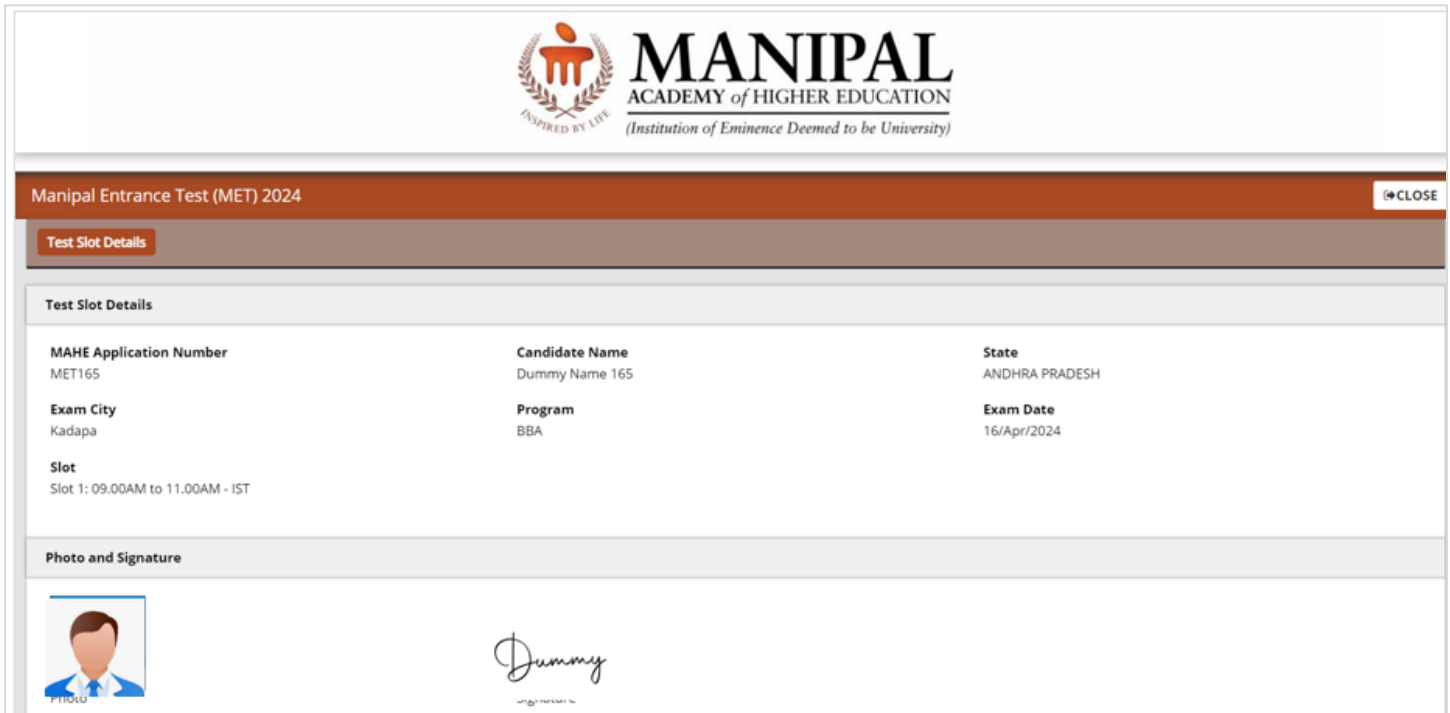
**Test Slot Details**

**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



**Manipal Entrance Test (MET) 2024** CLOSE

**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> BBA	<b>Exam Date</b> 16/Apr/2024
<b>Slot</b> Slot 1: 09.00AM to 11.00AM - IST		

**Photo and Signature**






**Manipal Entrance Test (MET) 2024** LOGOUT

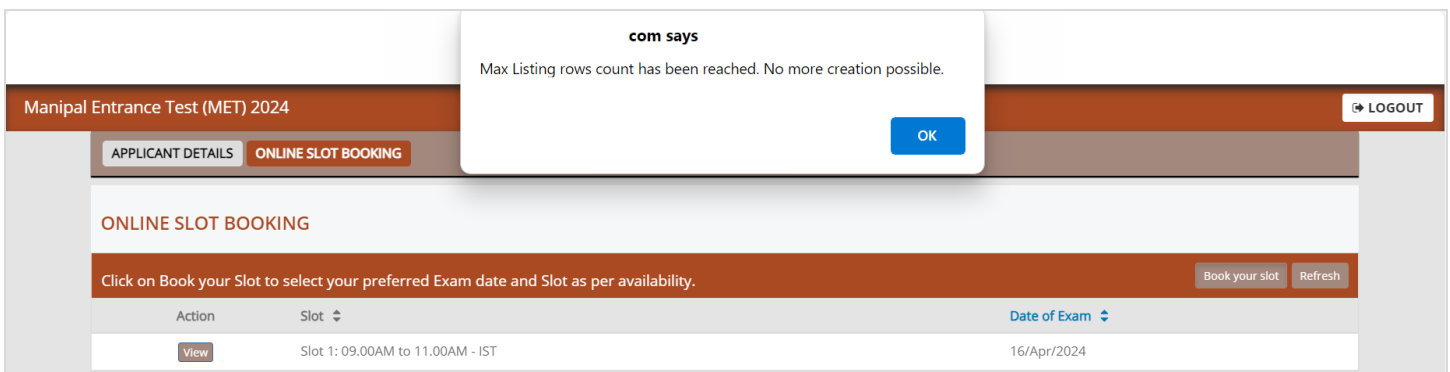
**APPLICANT DETAILS** **ONLINE SLOT BOOKING**

**ONLINE SLOT BOOKING**

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

Action	Slot	Date of Exam
<a href="#">View</a>	Slot 1: 09.00AM to 11.00AM - IST	16/Apr/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** LOGOUT

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

**com says**

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

[OK](#)

**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
<a href="#">View</a>	Slot 1: 09.00AM to 11.00AM - IST	16/Apr/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)

Tel: +91 9243777700

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

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