

# How to Generate Personal Access Token for Azure DevOps

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This article shows you how to generate a Personal access token (PAT). Personal access tokens are used to log in to Exalate for Azure DevOps.

**Note:** Make sure that the user generating the PAT belongs to the **Project Collection Administrators** group. You can check this in **Organization Settings → Permissions**.

To generate an Azure DevOps personal access token:

1. Sign in to your organization in Azure DevOps:

```
https://dev.azure.com/{yourorganization}
```

2. Navigate to **User settings → Personal access tokens**.

3. Click **New token**.

4. Choose the name for your token, select the organization where you want to use the token, and set the expiration date for the token.

**Note:** Set the longest expiration period for the token to keep it valid for as long as possible.

5. Select the following scopes:

- Work Items (vso.work) READ & WRITE
- Project and Team (vso.project) READ
- User Profile (vso.profile) READ
- Identity (vso.identity) READ
- Member Entitlement Management (vso.memberentitlementmanagement) READ

**Note:** Without this scope, Exalate is not able to sync work items.  
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**1. Click **Create**.**

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**2. Copy the token and save it for reuse in the future.**

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