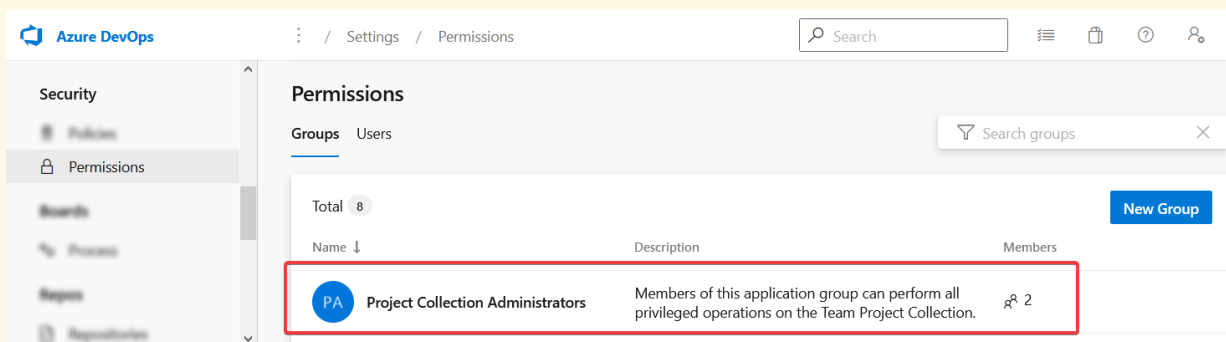# How to Generate Personal Access Token for Azure DevOps

Last Modified on 03/13/2024 8:26 am EDT

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**.
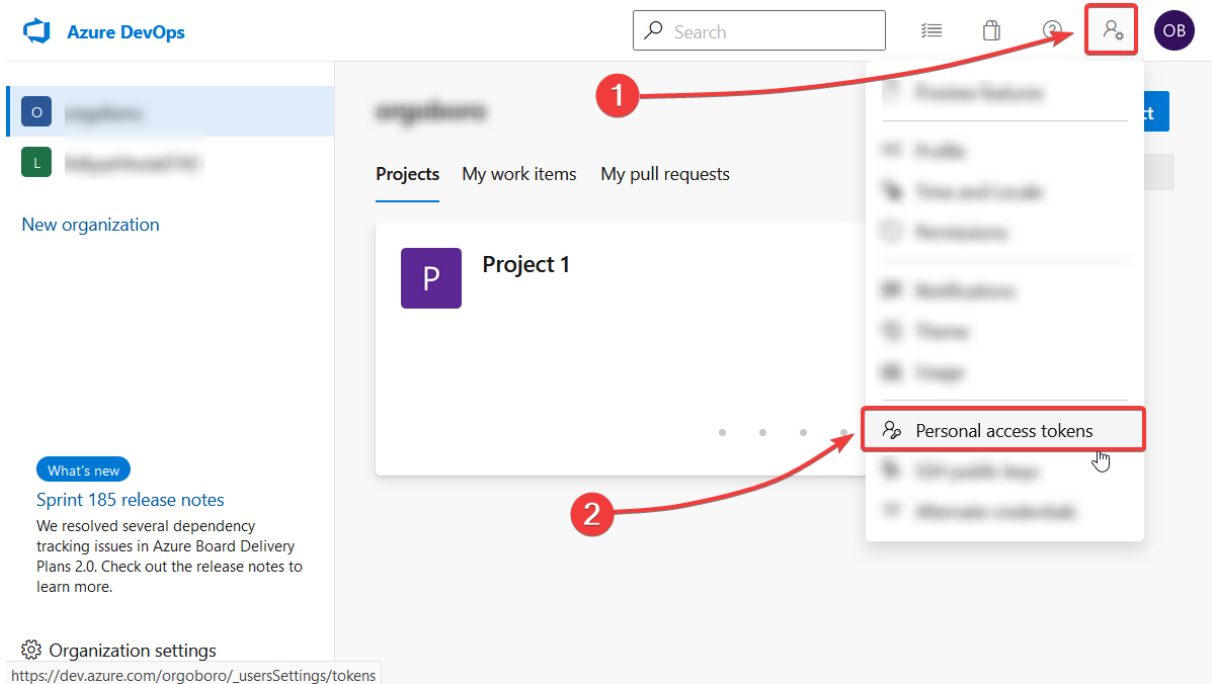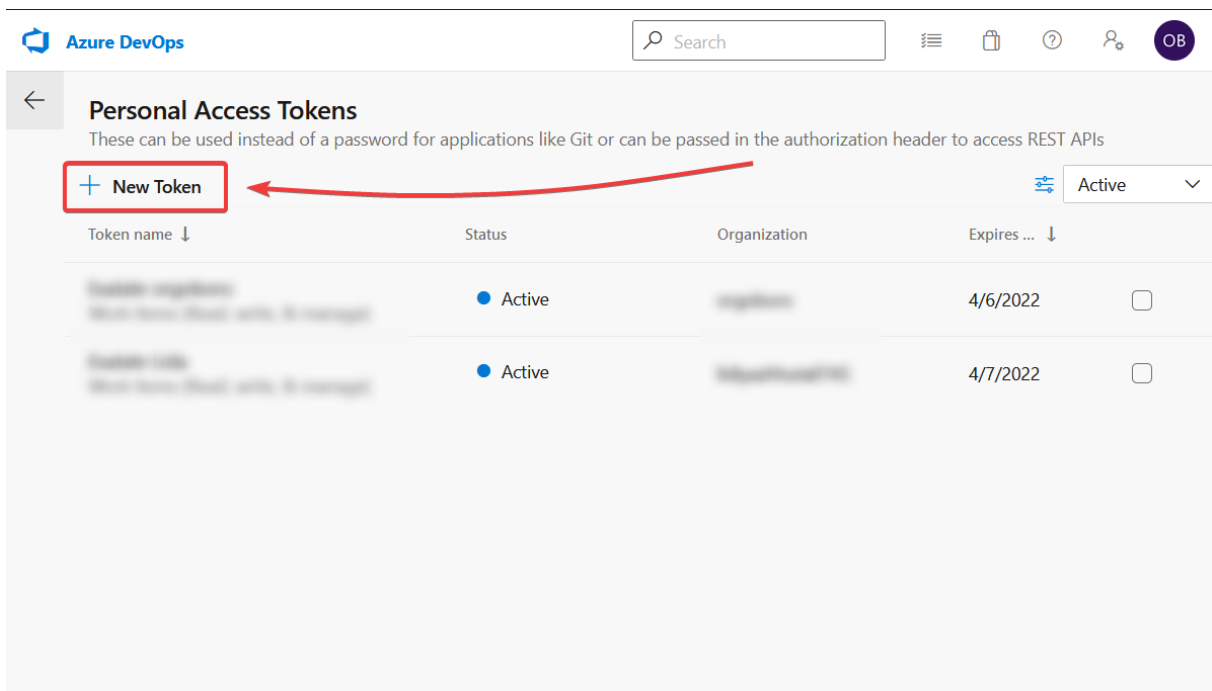

To generate an Azure DevOps personal access token:

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.

Create a new personal access token   ✕

Name

Exalate token

Organization

All accessible organizations   ⌄

Expiration (UTC)

| 30 days   ⌄ | 5/27/2021   🗓 |

Scopes
Authorize the scope of access associated with this token
Scopes ◯ Full access
        ⦿ Custom defined

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.

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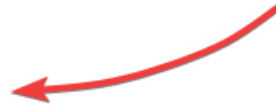2. Copy the token and save it for reuse in the future.

Success! ✕

You have successfully added a new personal access token. Copy the token now!

Exalate token token

ad7uodzf67ol5ftd22ddg4gis 📋

⚠️ Warning - Make sure you copy the above token now.
We don't store it and you will not be able to see it
again.

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