How to Generate Personal Access Token for Azure DevOps Server

Last Modified on 11/03/2025 7:24 am EST

This article explains how to generate a **Personal Access Token (PAT)**. A PAT is required to log in to **Exalate for Azure DevOps Server**.

Note: Make sure the user generating the PAT belongs to the Project Collection **Administrators** group. You can verify this in **Collection Settings** → **Security**. Azure DevOps DefaultCollection Related pages Documentation Access levels Collection Settings After clicking **Collection Settings**, you will see the following screen: a a 🙉 Azure DevOps DefaultCollection / Settings / Security Collection Settings Create group DefaultCollection Filter users and groups Permissions Members Member of v Azure DevOns groups Azure DevOps groups
 Project Collection Administrators Members of this application group can perform all privileged operations on the Team Project Collection. Projects Administrator group cannot be modified.

Administer build resource permissions Al Administer process permissions Administer shelved changes Security O Security Create a workspace Create new projects Delete field from organization Delete process % Process Delete team project collection Delete this node Edit instance-level information
Edit process
Make requests on behalf of others Pipelines Manage build resources Settings Manage enterprise policies P Deployment pools Trigger events Use build resources

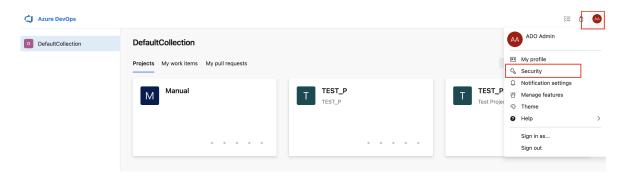
View build resources

Sign in to Azure DevOps

1. Sign in to your organization in Azure DevOps at:

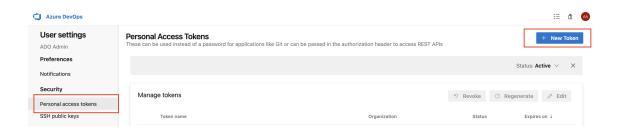
https://dev.azure.com/{yourorganization}

2. Navigate to **User Settings** → **Security**.



Create a New Personal Access Token

- 1. Click Personal Access Tokens → New Token.
- 2. Click **New Token** again to begin creating one.



Configure Your Token

- 1. Choose a **name** for your token.
- 2. Select the **organization** where you want to use it.
- 3. 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.

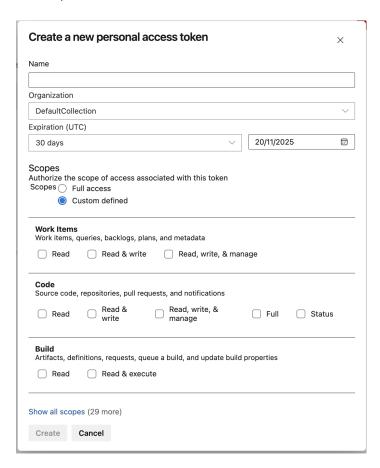
Select the following scopes:

- 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

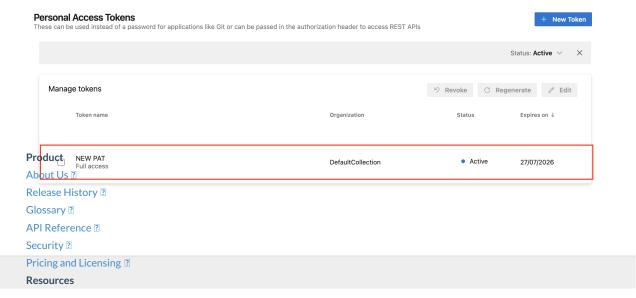
Note: Without this scope, Exalate is not able to sync work items.

When all scopes are selected, click Create.



Review Your Token

After the token is created, it will appear in your list of **Personal Access Tokens (PATs)**.



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