

How to Generate Personal Access Token for Azure DevOps Server

Last Modified on 01/09/2026 2:03 pm 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**.

After clicking **Collection Settings**, you will see the following screen:

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

Product

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

[Release History](#) 

[Glossary](#) 

[API Reference](#) 

[Security](#) 

[Pricing and Licensing](#) 

Resources

[Subscribe for a weekly Exalate hack](#) 

[Academy](#) 

[Blog](#) 

[YouTube Channel](#) 

[Ebooks](#) 

Still need help?

[Join our Community](#) 

[Visit our Service Desk](#) 

[Find a Partner](#) 