

# How to Generate Personal Access Token for Azure DevOps Server

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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

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