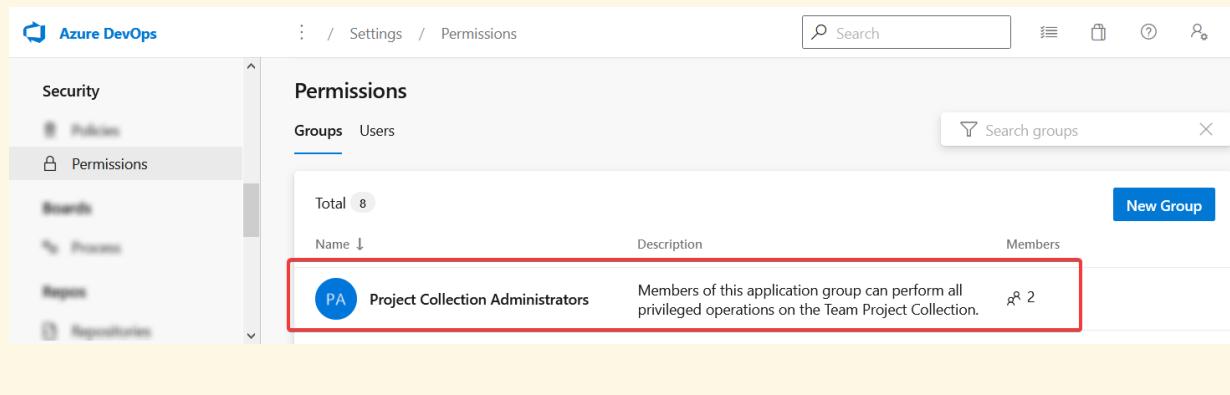


How to Generate Personal Access Token for Azure DevOps

Last Modified on 01/15/2026 7:37 pm EST

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**.



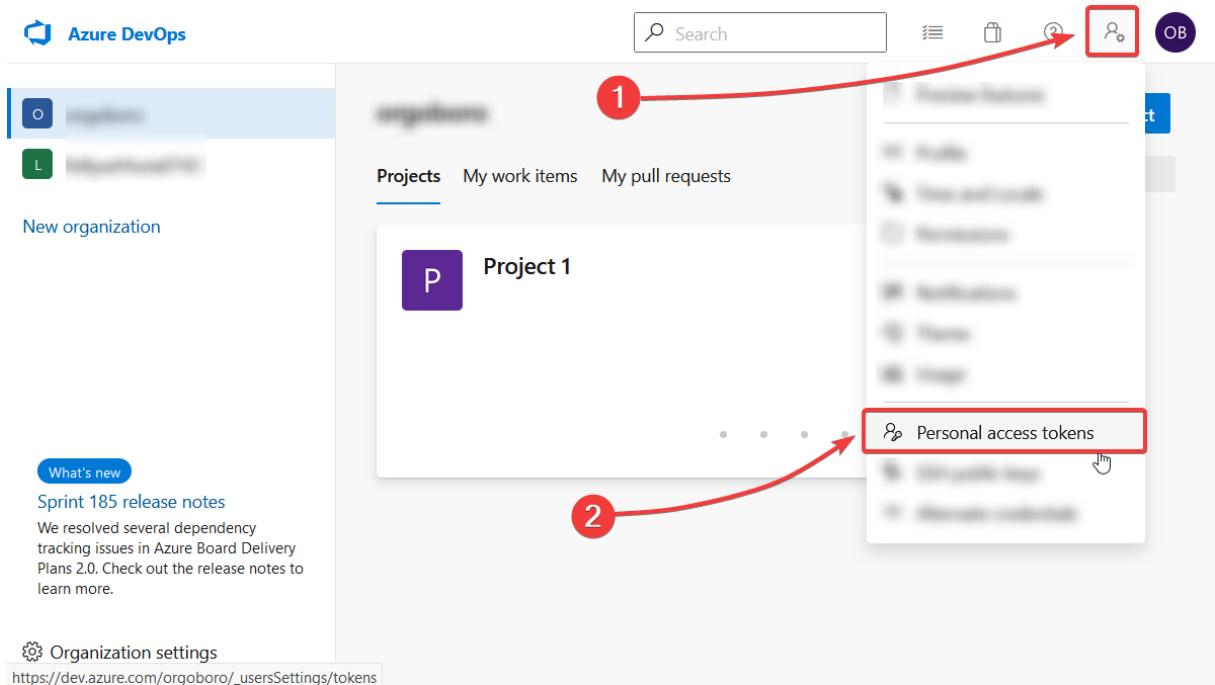
The screenshot shows the Azure DevOps 'Permissions' page. The left sidebar has 'Security' selected, with 'Permissions' highlighted. The main area is titled 'Permissions' and shows a 'Groups' tab selected. A table lists groups, with the 'Project Collection Administrators' group highlighted by a red box. The table columns are 'Name', 'Description', and 'Members'. The 'Project Collection Administrators' row shows a blue circular icon with 'PA', the name 'Project Collection Administrators', a description stating 'Members of this application group can perform all privileged operations on the Team Project Collection.', and a 'Members' count of '2'.

To generate an Azure DevOps personal access token:

1. Sign in to your organization in Azure DevOps:

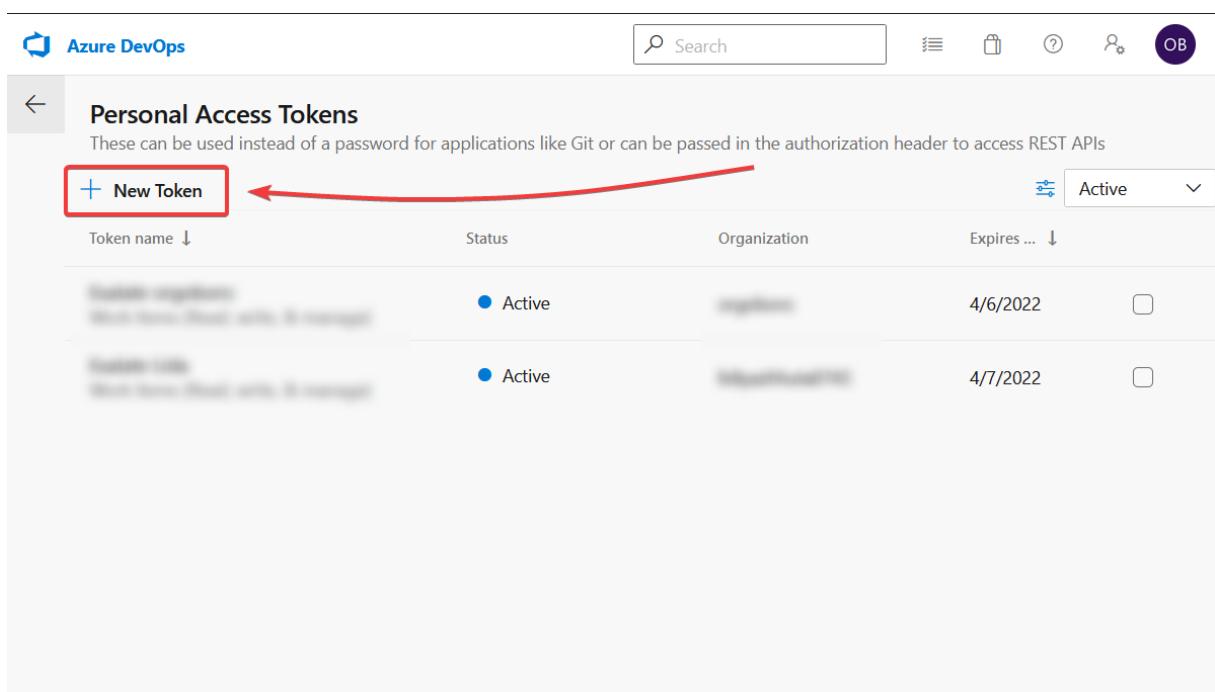
```
https://dev.azure.com/{yourorganization}
```

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



The screenshot shows the Azure DevOps home page. A red arrow labeled '1' points to the search bar icon in the top right corner. Another red arrow labeled '2' points to the 'Personal access tokens' link in the 'Organization settings' dropdown menu.

3. Click **New token**.



The screenshot shows the 'Personal Access Tokens' page. A red arrow points to the '+ New Token' button in the top left corner of the table header.

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

X

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.

Product



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