

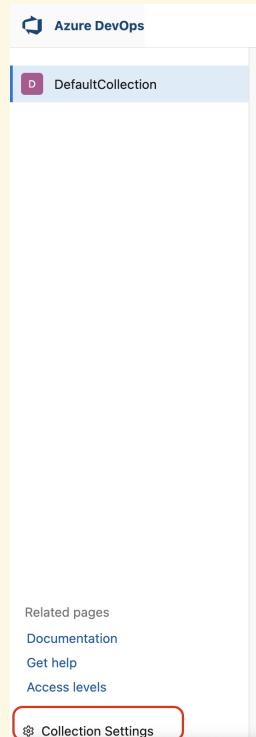
How to Generate Personal Access Token for Azure DevOps Server

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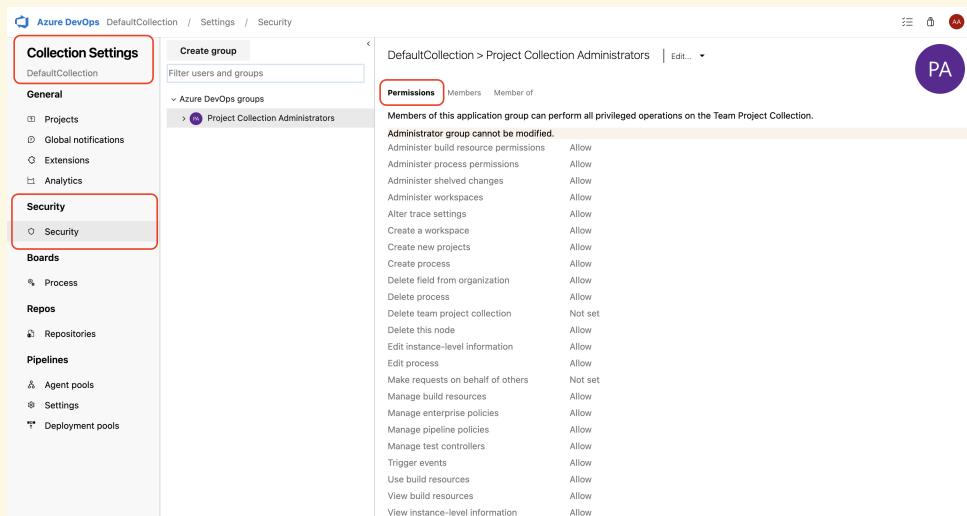
This article explains how to generate a **Personal Access Token (PAT)**.
A PAT is required to log in to **Exalate for Azure DevOps Server**.

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:



| Permission | Description | Setting |
|--|---|---------|
| Administrator group cannot be modified. | | |
| Administrator build resource permissions | Members of this application group can perform all privileged operations on the Team Project Collection. | Allow |
| Administrator process permissions | | Allow |
| Administrator shelved changes | | Allow |
| Administrator workspaces | | Allow |
| Alter trace settings | | Allow |
| Create a workspace | | Allow |
| Create new projects | | Allow |
| Create process | | Allow |
| Delete field from organization | | Allow |
| Delete process | | Allow |
| Delete team project collection | | Not set |
| Delete this node | | Allow |
| Edit instance-level information | | Allow |
| Edit process | | Allow |
| Make requests on behalf of others | | Not set |
| Manage build resources | | Allow |
| Manage enterprise policies | | Allow |
| Manage pipeline policies | | Allow |
| Manage test controllers | | Allow |
| Trigger events | | Allow |
| Use build resources | | Allow |
| View build resources | | Allow |
| View instance-level information | | Allow |

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**.

Create a new personal access token

Name

Organization

Expiration (UTC)

Scopes
Authorize the scope of access associated with this token

Scopes Full access Custom defined

Work Items
Work items, queries, backlogs, plans, and metadata

Read Read & write Read, write, & manage

Code
Source code, repositories, pull requests, and notifications

Read Read & write Read, write, & manage Full Status

Build
Artifacts, definitions, requests, queue a build, and update build properties

Read Read & execute

[Show all scopes \(29 more\)](#)

Create **Cancel**

Review Your Token

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

Personal Access Tokens
These can be used instead of a password for applications like Git or can be passed in the authorization header to access REST APIs

+ New Token

Status: **Active**

Manage tokens

| Token name | Organization | Status | Expires on |
|---|-------------------|----------|------------|
| Product  NEW PAT Full access | DefaultCollection | ● Active | 27/07/2026 |
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