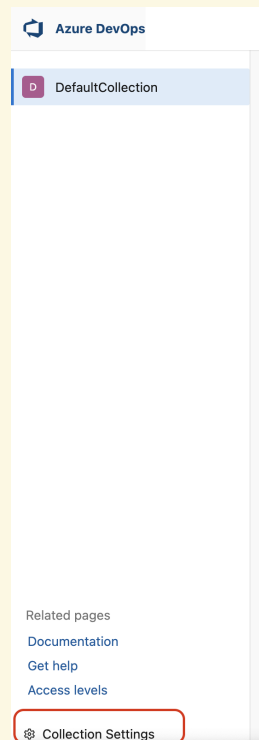


How to Generate Personal Access Token for Azure DevOps Server

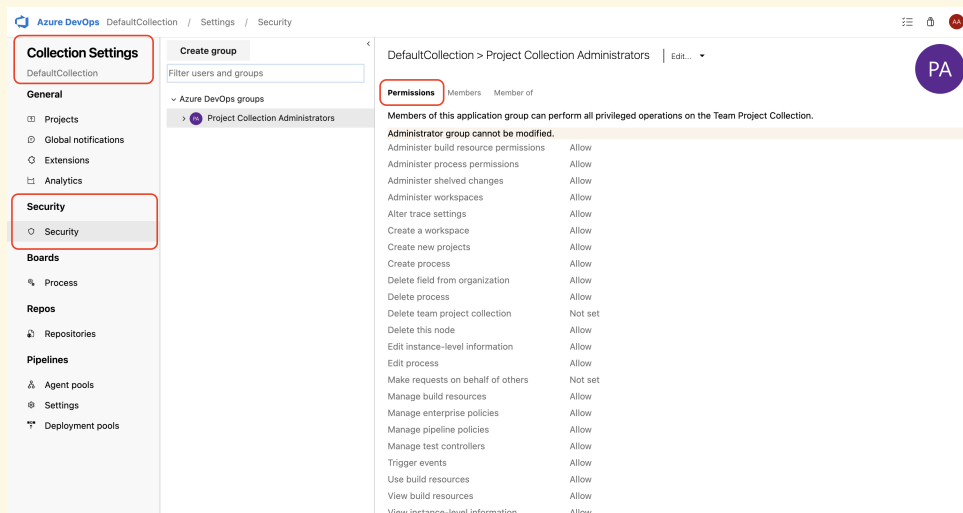
Last Modified on 01/15/2026 7:37 pm EST

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**.

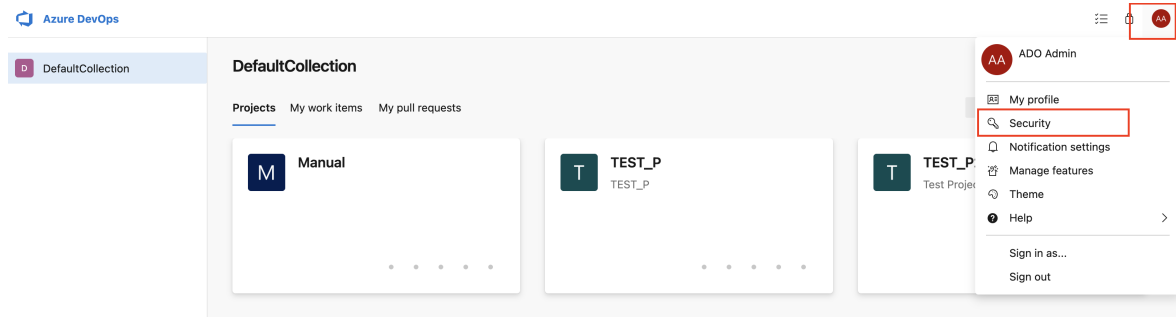


After clicking **Collection Settings**, you will see the following screen:



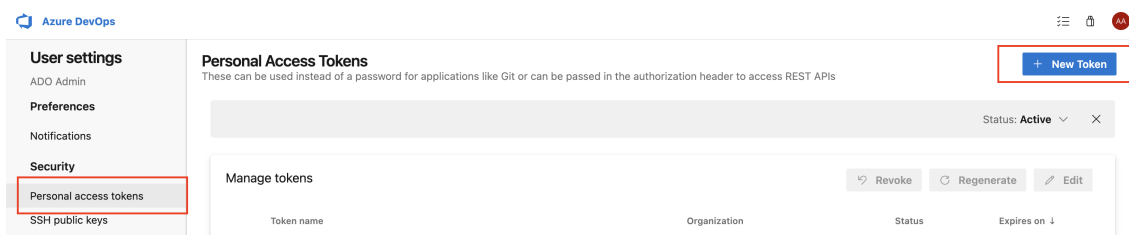
Sign in to Azure DevOps

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**.

Create a new personal access token

✕

Name

Organization

DefaultCollection

▼

Expiration (UTC)

30 days

▼

20/11/2025

📅

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

↺ Revoke

↻ Regenerate

✎ Edit

Token name	Organization	Status	Expires on ↓
Product NEW PAT About Us ? Full access	DefaultCollection	● Active	27/07/2026

Product NEW PAT Full access

Release History

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