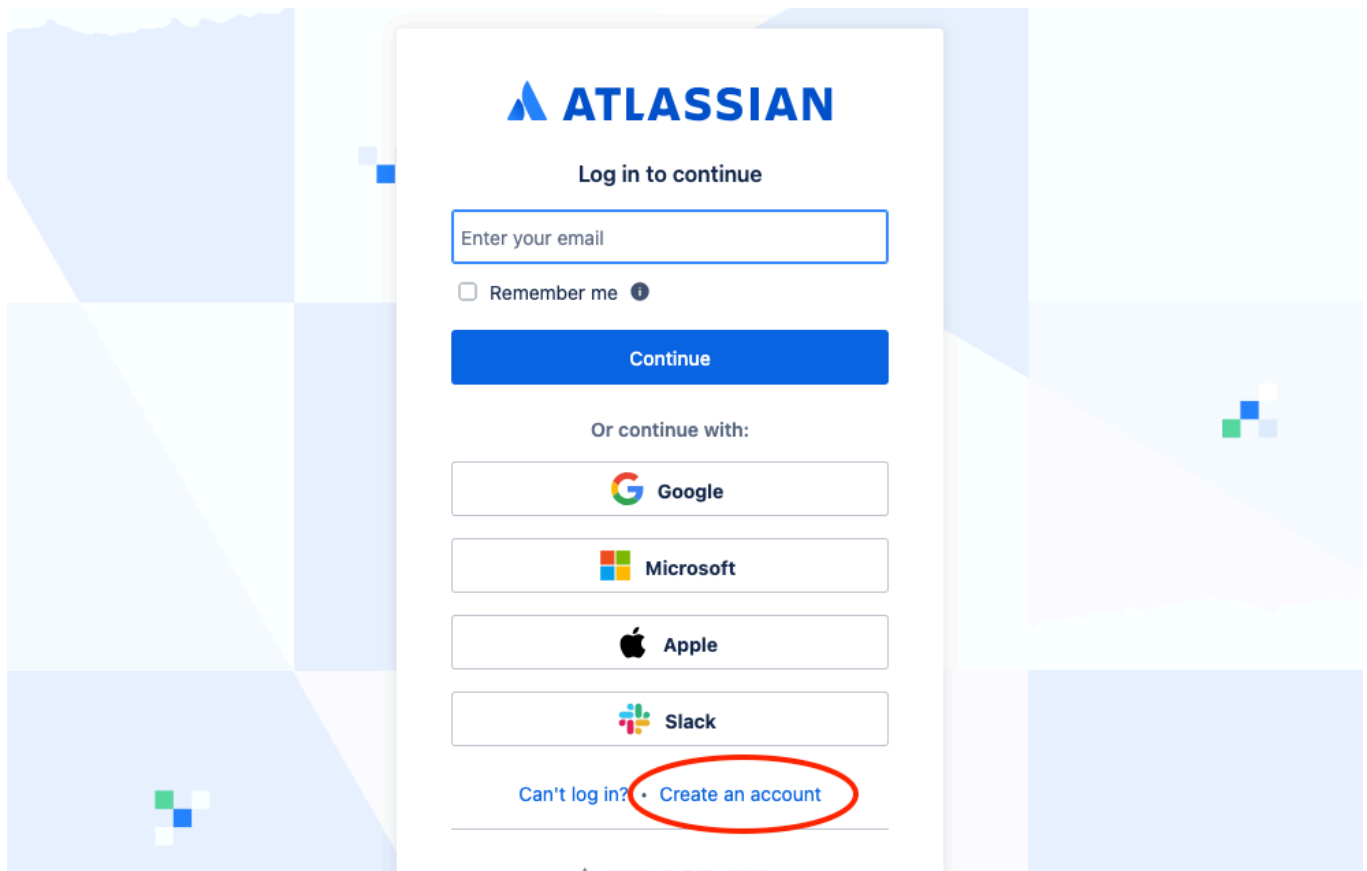


JIRA API Access

1. Go to www.atlassian.com and click 'Sign In'



2. Create an account.



3. Enter your email and click 'Sign up'



Sign up to continue

By signing up, I accept the Atlassian [Cloud Terms of Service](#) and acknowledge the [Privacy Policy](#).

Sign up

4. Check your email then enter the verification code



We've emailed you a code

To complete your account setup, enter the code we've sent to:

Verify

[Didn't receive an email? Resend email](#)



One account for Jira, Confluence, Trello and [more](#).

5. Create your username and password and click 'Continue'



Email address verified ✓
Finish setting up your account

Email address

[Redacted email address]

Full name

Enter full name

Password

Create password



By signing up, I accept the Atlassian [Cloud Terms of Service](#) and acknowledge the [Privacy Policy](#).

Continue



One account for Jira, Confluence, Trello and [more](#).

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

6. Select the JIRA trial

ATLASSIAN Home Projects Goals Teams Give feedback Q Search

Home Status Updates

Helpful links Show all

- Account settings
- Atlassian Support
- Atlassian Community
- Self-managed licensing
- Atlassian Documentation

Our apps

- Jira Product Discovery TRY
- Jira TRY
- Confluence TRY
- Jira Service Management TRY
- Compass TRY
- Bitbucket TRY

7. Select the free trial

Jira Features Solutions Product guide More + Get it free Q

Great outcomes start with Jira

The only project management tool you need to plan and track work across every team.

Get Jira free

8. Create a site. Note the name of the site for later.



Create a site

Sites are the shared space where people organize teams, work, and projects.

Your site


~~XXXXXXXXXXXXXXXXXXXX~~

.atlassian.net 

This site name is just a suggestion. Feel free to change to something your team will recognize.


Continue

9. Create a project

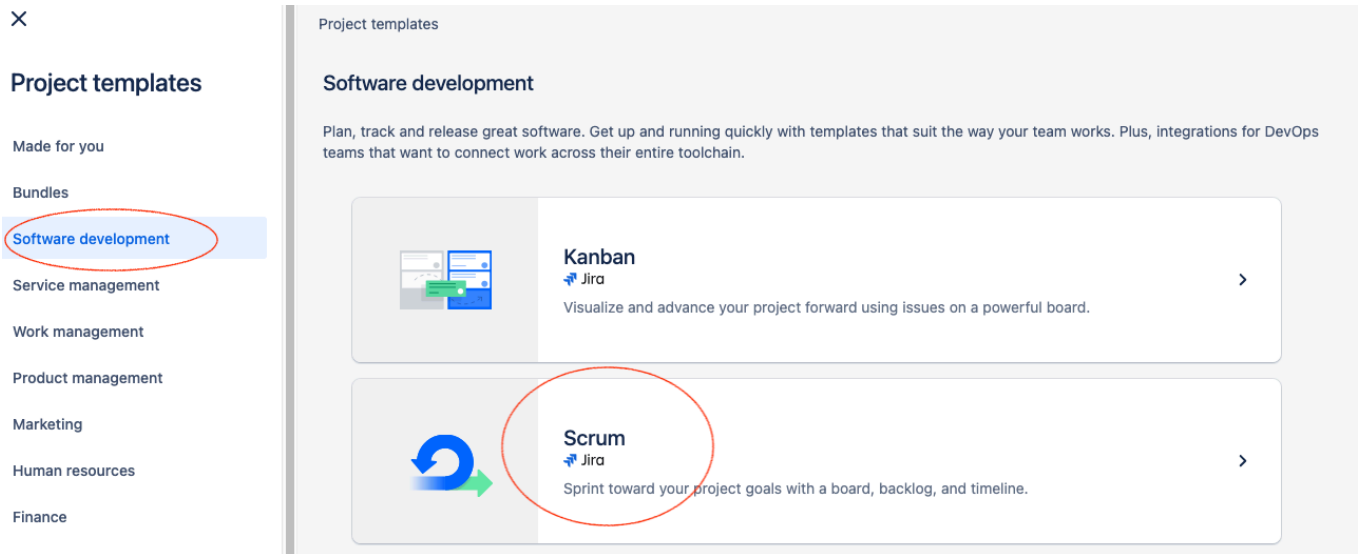
 Your work ▾ **Projects ▾** Filters ▾ Dashboards ▾ Teams ▾ Apps ▾ **Create**

Projects

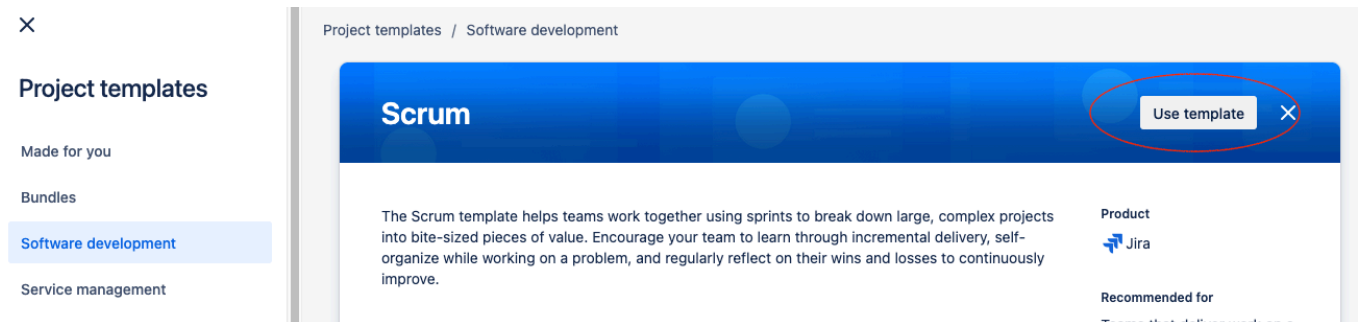
Create project Templates

 ▾

10. Select the software development template and then choose Scrum



11. Select Use template



12. Select team managed project

← Back to project templates

1 Project template



Scrum
Jira

Sprint toward your project goals with a board, backlog, and timeline.

Change template

2 Choose a project type

⚠ You'll need to create a new project if you decide to switch project types later.

Team-managed

Set up and maintained by your team.

For teams who want to control their own working processes and practices in a self-contained space. Mix and match agile features to support your team as you grow in size and complexity.

Simplified configuration



Get up and running quickly, with simplified configuration.

Anyone on your team can set up and maintain

Settings do not impact other projects

Select a team-managed project

Company-managed

Set up and maintained by your Jira admins.

For teams who want to work with other teams across many projects in a standard way. Encourage and promote organizational best practices and processes through a shared configuration.

Expert configuration



Benefit from complete control with expert configuration, customization and flexibility.

Set up and maintained by your Jira admins

Standardized configuration shared across projects

Select a company-managed project

Contact your Jira admin to use this project type

13. Give your project a name and create it.

Add project details

Explore what's possible when you collaborate with your team. Edit project details anytime in project settings.

Required fields are marked with an asterisk *

Name *

My-Team

Key ⓘ *

MT

Access Anyone with access to jluun-jira-testing can access and administer this project. Upgrade your plan to customize project permissions.

Template

Change template



Scrum
Jira

Sprint toward your project goals with a board, backlog, and timeline.

Type

Change type



Team-managed

Control your own working processes and practices in a self-contained space.

Cancel

Create project

14. Create an issue for your project


The screenshot shows the Jira web interface. At the top, the navigation bar includes 'Jira', 'Your work', 'Projects', 'Filters', 'Dashboards', 'Teams', 'Apps', and a blue 'Create' button which is circled in red. On the left sidebar, under the 'My-Team' project, the 'Board' option is selected. The main content area displays the 'MT board' with three columns: 'TO DO', 'IN PROGRESS', and 'DONE'. The 'TO DO' column contains a large blue circular arrow icon and a green arrow pointing right, with the text 'Get started in the backlog' and 'Plan and start a sprint to see issues here.' Below this is a 'Go to Backlog' button. The 'IN PROGRESS' and 'DONE' columns are currently empty.

15. Fill in the details and click create. (Repeat this process a few times to create multiple issues)

☒ **Project Charter** — ↗ ✕


Required fields are marked with an asterisk *

Project *

 My-Team (MT) ▼

Issue type * **Status**


☒ Task ▼ **TO DO** ▼

[Learn about issue types](#) 

Summary *

Project Charter

Description


Aa ▼ ... A ▼  ▼ + ▼

Create a project charter for the team|








☐ Create another **Create**

16. Switch to the list view to see the issue you just created.

Jira Your work ▼ **Projects** ▼ Filters ▼ Dashboards ▼ Teams ▼ Apps ▼ Create

 **My-Team**
Software project




PLANNING

-  Summary
-  Timeline
-  Backlog
-  Board
-  Calendar
-  **List**
-  Forms

Projects / My-Team

List

Give

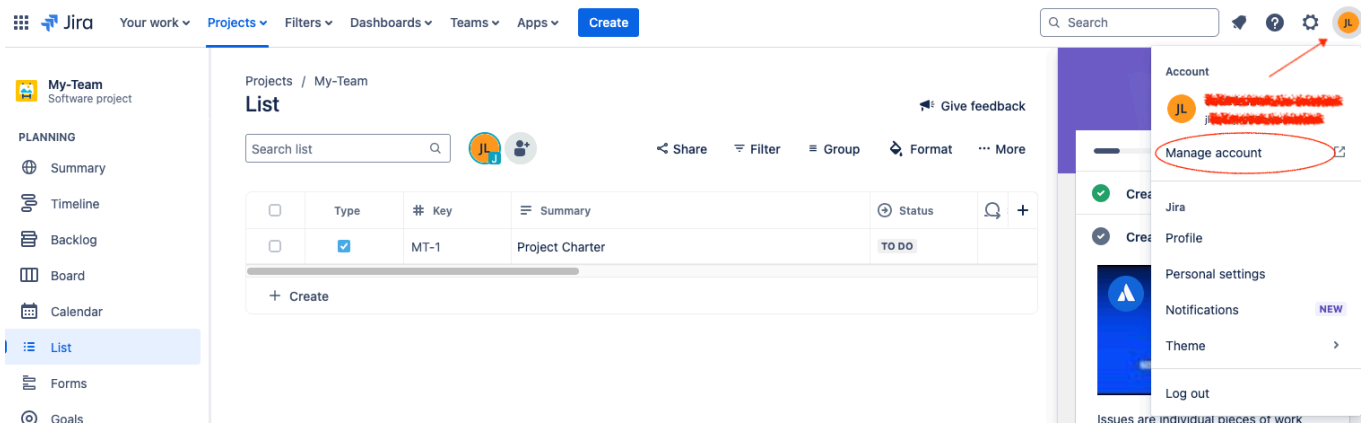
Search list   

Share Filter Group Format

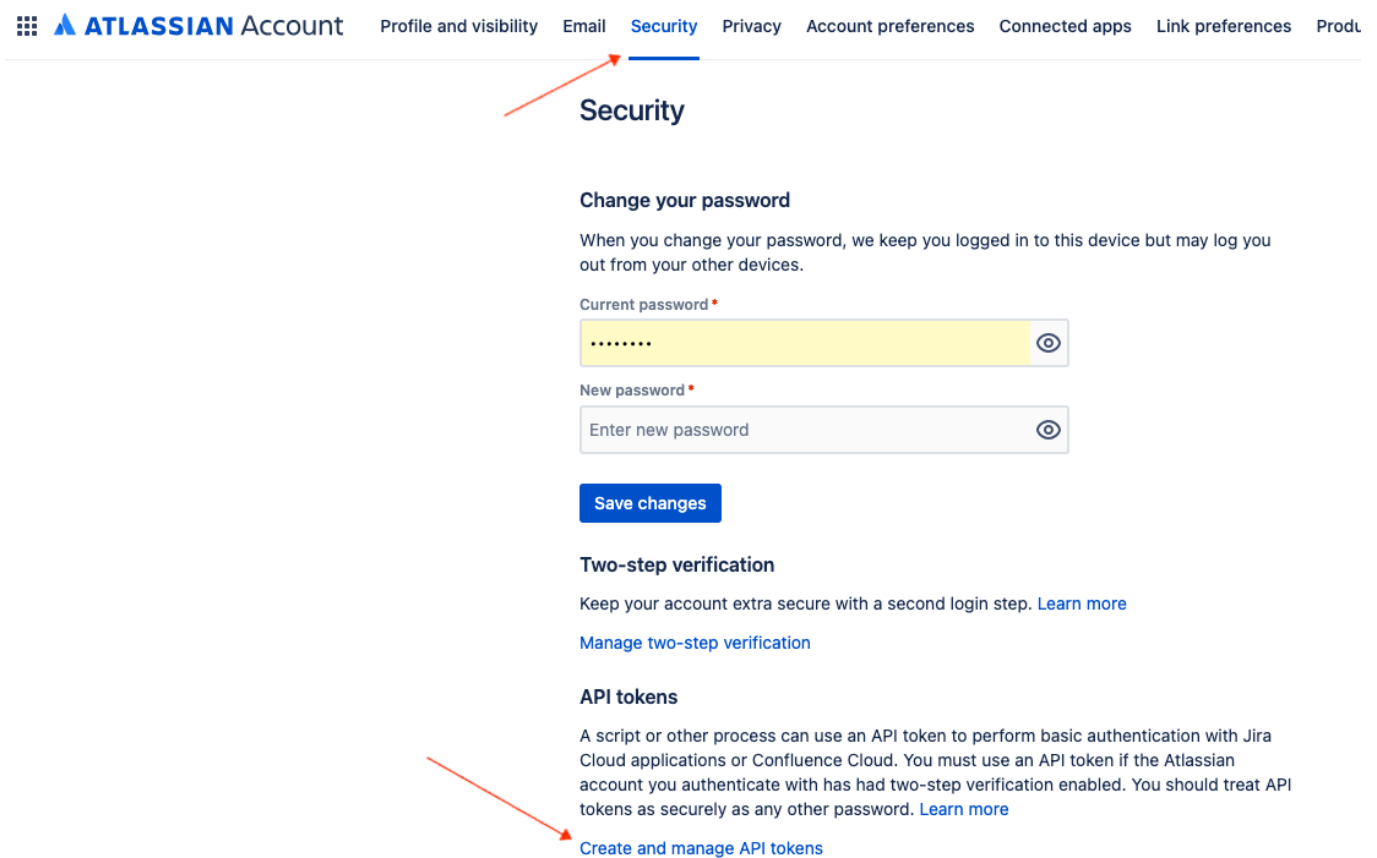
<input type="checkbox"/>	Type	# Key	Summary	Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MT-1	Project Charter	TO DO

+ Create

17. Now we need to create an api key. Click on your user profile then select 'manage account'



18. On the security tab select 'create and manage api tokens'



19. Click Create

API Tokens

Your API tokens need to be treated as securely as any other password. You can only create a maximum of 25 tokens at a time.

New tokens may take up to a minute to work after they've been created.

Token name	Created	Expires	Last accessed	Action
------------	---------	---------	---------------	--------



You don't have any API tokens

Create API token

20. Give your token a name and click create.

Create an API token

Give your token a name that describes what it does and select an expiration date.

Required fields are marked with an asterisk *

Name *

Test

For example: APItoken1_updated_daily_report

Expires on *

3/5/2025

For your security, tokens can last no longer than a year.

By creating an API token, you agree to the [Atlassian Developer Terms](#) and acknowledge the [Privacy Policy](#).

Cancel


Create

21. Copy your API token, you will need this later. Then click 'Done'

Copy your API token

Copy your API token and save it somewhere safe. You can't recover the API token after you're done with this step.

API token



..... 

 Copy

Done

This completes the JIRA API key setup. You may now return to the notebook.