

Setting Up OpenAI for Deskpro

Lara Proud - 2025-04-23 - Comments (0) - AI

If you're using OpenAI for your Deskpro AI Connection, you will need an OpenAI account with sufficient credit. You can follow these steps to set up your OpenAI account and connect it with Deskpro.

Step 1: Add Credit to Your OpenAI Account

1. Sign Up: If you haven't already, [sign up for an OpenAI account](#).

2. Navigate to Billing: Go to the [billing page in your OpenAI account](#).

3. Add Payment Details: Enter your payment information to enable billing.

4. Top-Up Credit: Add at least \$5 to your account.

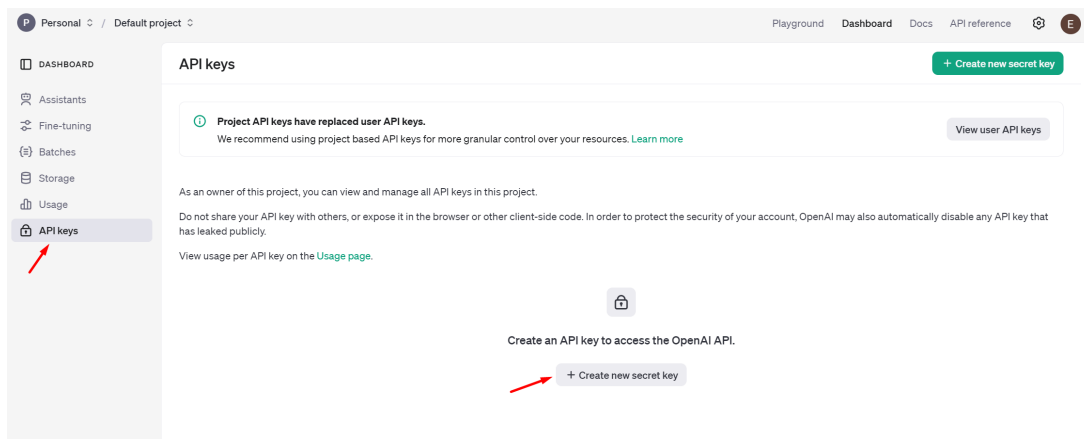
Credit Delays

It can take up to 24 hours for the credit to reflect in your account, so you may need to wait until this is complete before you can complete your AI connection setup

Step 2: Creating an API Key

1. Create a New Project: OpenAI defines projects as shared environments where teams can collaborate and share API resources. Projects allow you to set custom rate limits and manage access to resources. You may want to create a project specifically for use with Deskpro.

2. Navigate to API Keys: From the OpenAI Dashboard, go to the API Keys section and [create a new secret key](#).



3. Choose the Type of Key: You have the option to create a key owned by you or a service account. If you create a key owned by you and you are removed from the organization or project, this key will be disabled. Therefore, it is recommended to use a Service Account Key to ensure continuity.

A screenshot of the 'Create new secret key' dialog box. The title is 'Create new secret key'. Under 'Owned by', there are two radio buttons: 'You' and 'Service account', with 'Service account' selected. Below this, a message states: 'A new bot member (service account) will be added to your project, and an API key will be created.' The 'Service account ID' field contains the text 'Deskpro'. A note below the field says 'IDs can include letters, numbers, and hyphens'. The 'Project' dropdown menu also shows 'Deskpro'. At the bottom right, there are two buttons: 'Cancel' and 'Create secret key'.

Warning

Save Your Key Securely: You can only view this key once through OpenAI, so please save it somewhere secure.

view and manage all API keys in this project.

Save your key

Please save this secret key somewhere safe and accessible. For security reasons, **you won't be able to view it again** through your OpenAI account. If you lose this secret key, you'll need to generate a new one.

Copy

Permissions

Read and write API resources

Done

Once you have successfully created your API key, you are ready to [connect your OpenAI account to Deskpro](#).

Tags

Deskpro AI

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