

Austin Board of REALTORS Password Policy

1.0 Overview

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of ABOR/ACTRIS'S systems or other member's only on-line resources. As such, all ABOR/ACTRIS Subscribers, Participants and Authorized Assistants as described within the ACTRIS Rules and Regulations with access to ABOR/ACTRIS's systems are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

2.0 Purpose

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those Passwords, the frequency of change and disciplinary actions as needed.

3.0 Scope

The scope of this policy includes all users who have or are responsible for an account (or any form of access that supports or requires a password) on any system belonging to ABOR/ACTRIS.

4.0 Policy

4.1 General

- Passwords must not be inserted into email messages or other forms of electronic communication.
- All user-level and system-level passwords must conform to the guidelines described below.

4.2 Guidelines

A. General Password Construction Guidelines

Passwords are used primarily for access to MLXchange for ACTRIS.

Everyone should be aware of how to select strong passwords.

- Passwords must contain exactly eight characters.
- Passwords must include at least two digits.
- The password should not be a common usage word such as:
 - Names of family, pets, friends, co-workers, fantasy characters, etc.
 - Computer terms and names, commands, sites, companies, hardware, software.
 - Birthdays and other personal information such as addresses and phone numbers.
 - Word or number patterns like aaabbb, qwerty, abcdefg, 123321, etc.
 - Any of the above spelled backwards.
 - Any of the above preceded or followed by a digit (e.g., secret1, 1secret)
- Passwords should never be written down or stored on-line, instead try to create passwords that can be easily remembered.

B. Password Protection Standards

- Do not use the same password for ABOR/ACTRIS accounts as for other non-ABOR access (e.g., personal ISP account, on-line banking, etc.).
- Do not share ABOR/ACTRIS passwords with anyone, including administrative assistants or secretaries. Administrative assistants and secretaries should apply for their own login credentials following ABOR/ACTRIS policy.
- All passwords are to be treated as sensitive, Confidential ABOR/ACTRIS information.
- Here is a list of "don'ts":
 - Don't reveal a password over the phone to ANYONE
 - Don't reveal a password in an email message
 - Don't reveal a password to the boss
 - Don't talk about a password in front of others
 - Don't hint at the format of a password (e.g., "my family name")
 - Don't reveal a password on questionnaires or security forms
 - Don't share a password with family members
 - Don't reveal a password to co-workers while on vacation

*****If an account or password is suspected to have been compromised, report the incident to ACTRIS and change all passwords.**

5.0 COMPLIANCE

Each Participant, Subscriber, Authorized Assistant, etc. agrees to be subject to the ACTRIS Rules and Regulations and the MLS Terms and Conditions of Use.

ACTRIS may, through the administrative and hearing procedures established in Article VIII of the ACTRIS Rules and Regulations, impose disciplines for violations of the Rules and Regulation and the MLS Terms and Conditions of Use. Discipline that may be imposed may consist of one or more of the following:

- (a) Appropriate, reasonable fine starting with 1st offense being a minimum of \$250.00 not to exceed \$15,000 can be notified by email, U.S. Mail or appropriate method within ten (10) days;
- (b) Probation for a stated period of time not less than thirty (30) days no more than one (1) year;
- (c) Suspension of MLS rights, privileges, and services for not less than thirty (30) days no more than one (1) year;
- (d) Termination of MLS rights, privileges, and services with no right to reapply for a specified period not to exceed Three (3) years.

Please refer to ACTRIS Rules and Regulations ARTICLES XIII: Section 13.5 (3).

Unauthorized Use of MLS Tools: 1st Offense \$250, 2nd Offense \$500. Sharing of MLS tools is prohibited. Violators of a Third offense of an Unauthorized Use violation within a three (3) year rolling period are subject to ACTRIS Directors' decision to impose fines up to the maximum allowable fine and other sanctions (including referral to ABoR Professional Standards Committee for possible Code of Ethics violations.)