

**IF YOU ENOUNTER ANY ISSUES WITH ACCESSING OR SUBMITTING YOUR ID, CALL THE IS HELP DESK @**

**1-800-387-1833**

**From External Website (employees.cpr.ca)**

If signing onto CP Station externally, you must access the AV bid form from the employees.cpr.ca landing page. The link has been added to the bottom (AV link will replace the Mileage Date Bid link pictured below). Once you click on the link, proceed to step 5.



### **Employees.cpr.ca Quick Links**

**Please do not close this browser tab.  
Closing this browser tab will disconnect you from CP's network.**

Please access common resources using the links provided below:

- [Crew Information Application](#)
- [Employee Station](#)
- [Mainframe Access \(CMA\)](#)
- [Train Control Overview \(CTC\) - IE 11 Only](#)
- [Engineering Bulletin-Bid-Award Application](#)
- [TCRC-MWED Bulletins & Seniority - Canada](#)
- [Mainframe Access](#)
- [Career Tracks](#)
- [CP Corporate Website](#)
- [Learning Management Services](#)
- [Password Reset Tool](#)
- [Remote Desktop Services](#)
- [Webmail](#)

**To Log into [CP Station](#) use your Full ID followed by @cpr.ca  
For example: *doe0001@cpr.ca***

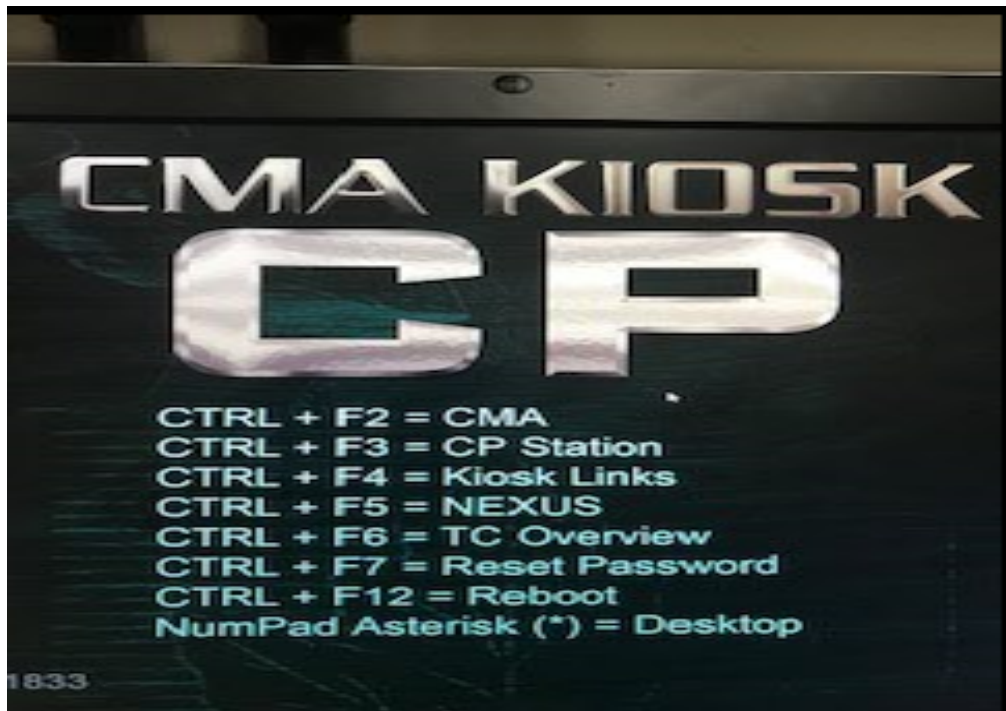
**If you are using a personal device to connect you will be  
unable to Print, Download or Sync files from CP Station.**

- [Log Out](#)


**[Mileage Date Bids - Canada TCRC Running Trades Employee](#) - Bids will  
only be accepted between October 15 00:01 - November 12 23:59**

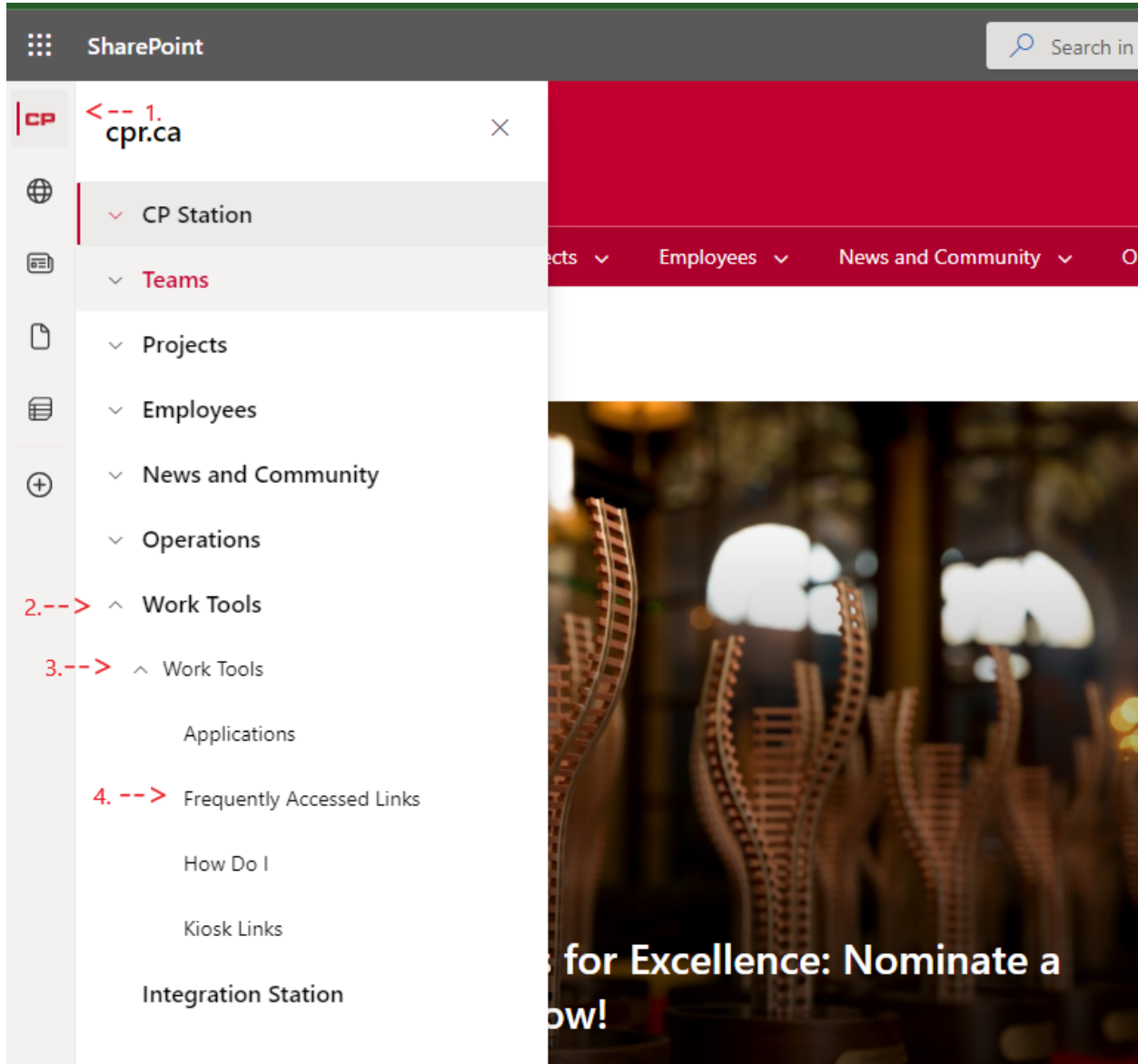
Step 1

**CTRL + F3** to take you to **CP Station**



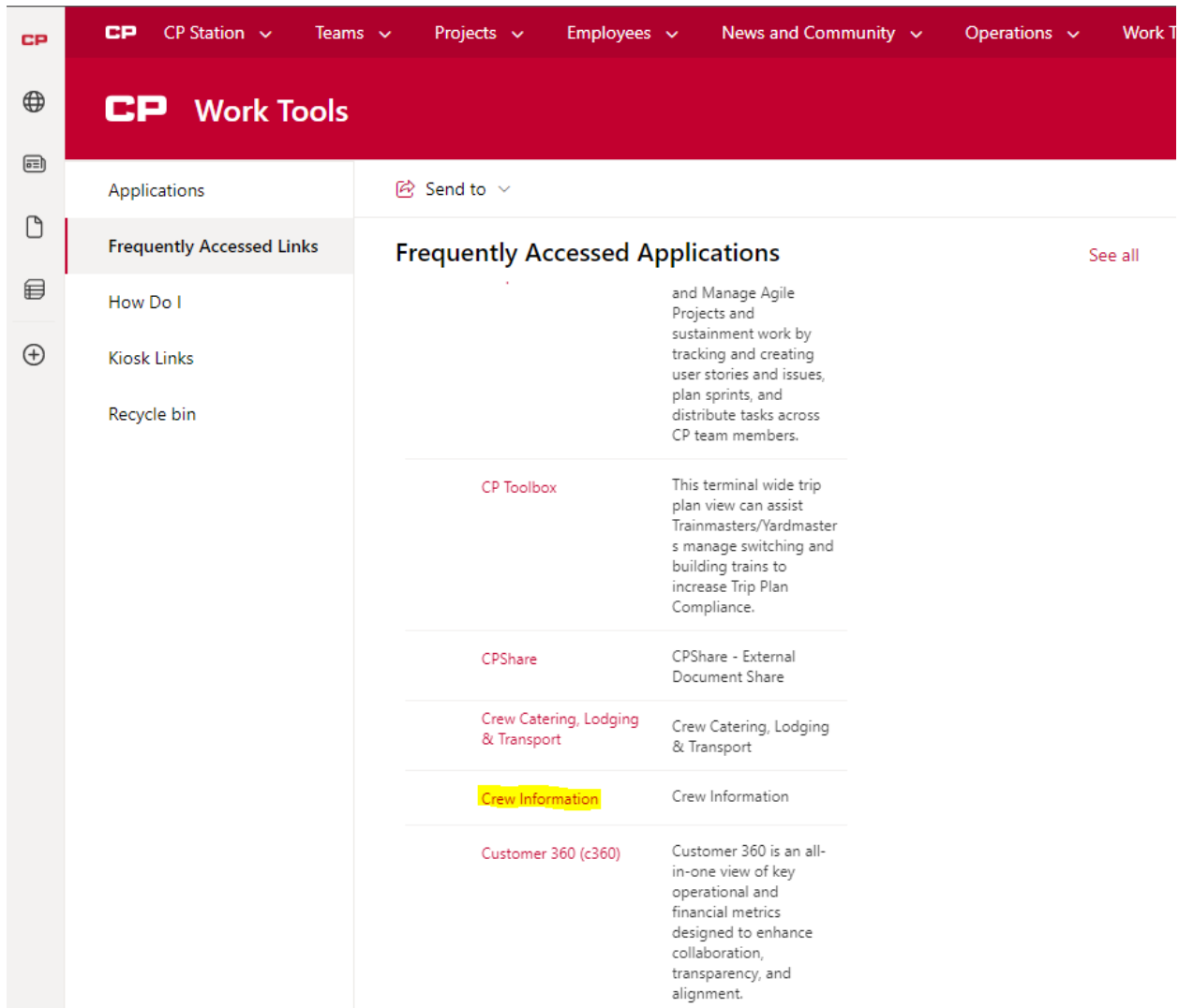
## Step 2

Click the CP Logo  at the top left of CP Station, then click on the arrow beside 'Work Tools', then click the arrow beside the next 'Work Tools' and then select 'Frequently Accessed Links'



### Step 3

Scroll down the list of Frequently Accessed Applications and click on 'Crew Information'

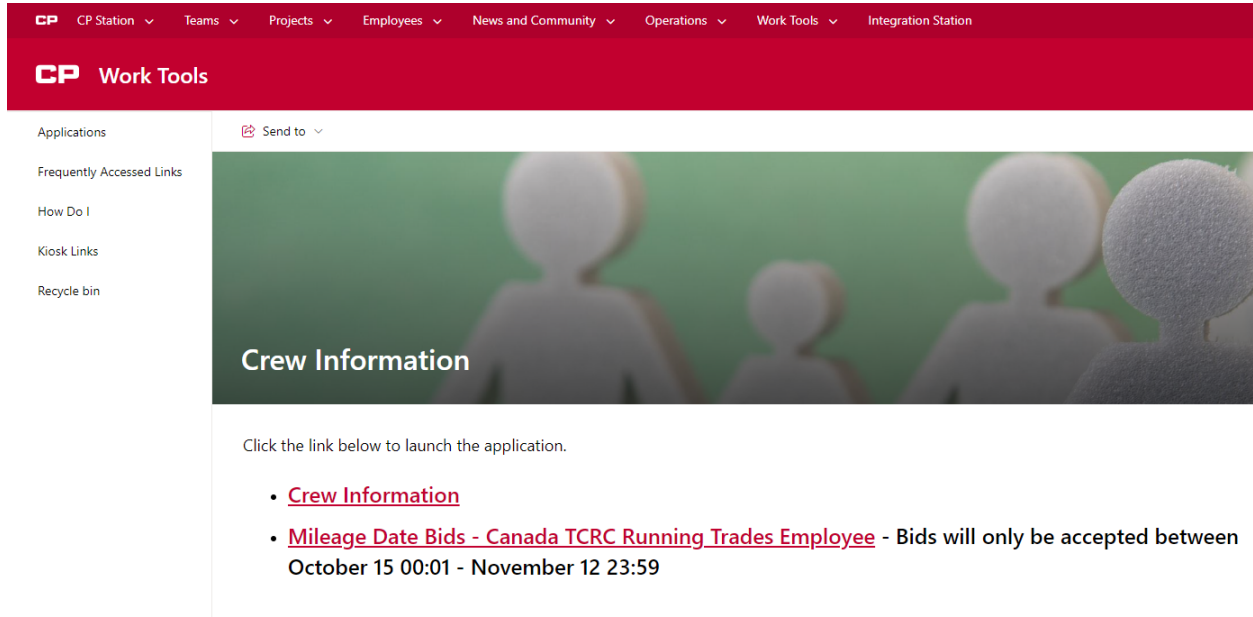


The screenshot shows the CP Work Tools interface. At the top, there is a navigation bar with the CP logo and several menu items: CP Station, Teams, Projects, Employees, News and Community, Operations, and Work Tools. Below this is a red header with the CP logo and the text 'Work Tools'. On the left side, there is a vertical sidebar with icons for Applications, Frequently Accessed Links, How Do I, Kiosk Links, and Recycle bin. The main content area is titled 'Frequently Accessed Applications' and contains a list of application cards. The 'Crew Information' card is highlighted with a yellow background.

Applications	Send to
<b>Frequently Accessed Applications</b> <a href="#">See all</a>	
	and Manage Agile Projects and sustainment work by tracking and creating user stories and issues, plan sprints, and distribute tasks across CP team members.
<b>CP Toolbox</b>	This terminal wide trip plan view can assist Trainmasters/Yardmaster's manage switching and building trains to increase Trip Plan Compliance.
<b>CPSHare</b>	CPSHare - External Document Share
<b>Crew Catering, Lodging &amp; Transport</b>	Crew Catering, Lodging & Transport
<b>Crew Information</b>	Crew Information
<b>Customer 360 (c360)</b>	Customer 360 is an all-in-one view of key operational and financial metrics designed to enhance collaboration, transparency, and alignment.

## Step 4

Click the link “**2024 AV Bid Form – TCRC Running Trades Employee**” located under the crew information link (AV Bidding link will replace the mileage date bid link in the picture below). **This link will be hosted in the same place as last year.**



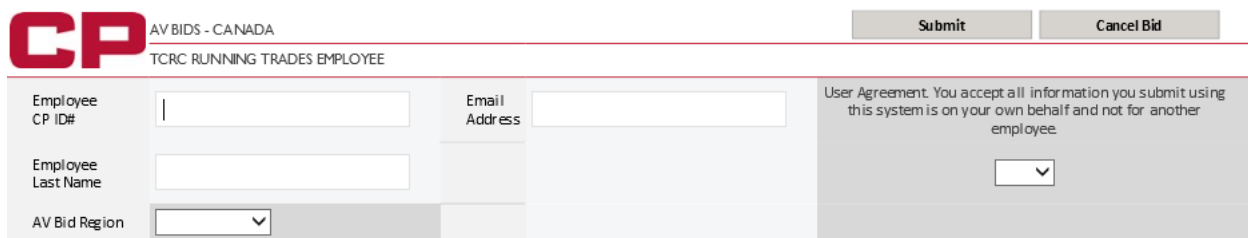
The screenshot shows the CP Work Tools interface. At the top, there is a navigation bar with links for CP Station, Teams, Projects, Employees, News and Community, Operations, Work Tools, and Integration Station. Below this is a red header with the CP logo and 'Work Tools'. On the left, there is a sidebar with 'Applications', 'Frequently Accessed Links', 'How Do I', 'Kiosk Links', and 'Recycle bin'. The main content area features a large banner with the text 'Crew Information' and a background image of stylized human figures. Below the banner, there is a text prompt: 'Click the link below to launch the application.' followed by two bullet points: 

- [Crew Information](#)
- [Mileage Date Bids - Canada TCRC Running Trades Employee](#) - Bids will only be accepted between October 15 00:01 - November 12 23:59

## Step 5

You will see this form to be filled out by each employee wanting submit an AV bid form

- You must fill out your employee number in the “Employee CP ID#” field
- You must fill out an email address in order to receive an email confirmation of your bid. This can be to any valid email address, internal or external
- You must fill out your last name in the “Employee Last Name” field
- You must select “YES” in the user agreement to verify you are submitting a bid on your own behalf and not for another employee
- Once these 4 fields are filled in, click the **AV Bid Region** drop down box and select the region (East/West) you belong to.



The screenshot shows the 'AV BIDS - CANADA' form for 'TCRC RUNNING TRADES EMPLOYEE'. The form includes the CP logo and title. At the top right, there are 'Submit' and 'Cancel Bid' buttons. The form fields are: 'Employee CP ID#' (text input), 'Email Address' (text input), 'Employee Last Name' (text input), and 'AV Bid Region' (dropdown menu). To the right of the form is a 'User Agreement' section with the text: 'User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee.' and a dropdown menu.

Your information should be entered before you continue to enter your AV choices

Employee CP ID#	<input type="text" value="123459"/>	Email Address	<input type="text" value="jon_rail@cpr.ca"/>	User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee. <input type="button" value="Yes"/>
Employee Last Name	<input type="text" value="Rail"/>			
AV Bid Region	<input type="text" value="TCRC East"/>			

**IF YOU ENOUNTER ANY ISSUES WITH ACCESSING OR SUBMITTING YOUR ID, CALL THE IS HELP DESK @ 1-800-387-1833**

**Step 6 (TCRC EAST)**

- Begin to enter your choices in the **“AV Start Week”** box
- Only 1 choice at a time can be added
- After each choice is entered into the box, click the **“Add to Week”** button to add the choice to your bid form
- Only numbers 1 – 52 will be accepted within the form
- If you need to clear your last choice, click the **“Clear Week”** button. Only your last choice can be cleared so if you have entered 10 choices and need to clear your 5<sup>th</sup> choice, you will need to clear all choices in between choices 5 and 10 to get back to choice 5.
- Once you have added all the choices you desire, click “submit” in the top right hand corner
- **Once Submitted, please close the browser window**

**Example TCRC East:**

Employee CP ID#	<input type="text" value="123459"/>	Email Address	<input type="text" value="jon_rail@cpr.ca"/>	User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee. <input type="button" value="Yes"/>
Employee Last Name	<input type="text" value="Rail"/>			
AV Bid Region	<input type="text" value="TCRC East"/>			

Select your AV Start and End Week. Repeat. Once complete click Submit button above.

AV Start Week	<input type="text"/>	From 2020-02-24 to 2020-03-01 Inclusive Year - Month - Day Next Step: Add Your Selection To Choice Number Below <input type="button" value="Add to Week"/> <input type="button" value="Clear Week"/>
AV End Week	<input type="text"/>	

**Week**

1: Week 4 to 4  
2: Week 5 to 5  
3: Week 6 to 6  
4: Week 7 to 7  
5: Week 8 to 8

**Step 6 (TCRC WEST)**

- Begin to enter your choices in the “AV Start Week” box by entering the week you wish to start your vacation
- If entering multiple weeks in one choice, please enter the week number in which you’d like to be your final week of vacation in the “AV End Week” box  
*Example: I want weeks 1/2/3 inclusive, I will enter 1 in the AV start week box and I will enter 3 in the AV end week box. This will reflect me bidding 3 weeks, 1/2/3.*
- You will see ‘Early Option’ and ‘Late Option’ boxes next to the ‘AV Start Week’ box to allow you to select with each choice if you would like to choose the early/late option for a choice.
- After each choice is entered into the box(s), click the “Add to Split” button to add the choice to your bid form to the applicable split in which you’d like the choice added  
*Example: I want weeks 51/52 added to split 2, I enter 51 in the AV start week box and I will enter 52 in the AV end week box, then hit the ‘Add to Split 2’ button.*
- You can add choices to any split at any time as long as you have at least 1 choice already made for that split or the split previous to that split.
- Only numbers 1 – 52 will be accepted within the form
- If you need to clear your last choice, click the “Clear Split” button of the applicable split in which you wish to clear your most recent selection. Only your last choice in any given split can be cleared so if you have entered 10 choices and need to clear your 5<sup>th</sup> choice, you will need to clear all choices in between choices 5 and 10 to get back to choice 5.
- Once you have added all the choices you desire, click “submit” in the top right hand corner
- **Once submitted, please close the browser window**

**Example TCRC West:**

AV BIDS - CANADA

TCRC RUNNING TRADES EMPLOYEE

Submit

Cancel Bid

---

Employee CP ID#

Employee Last Name

AV Bid Region

Email Address

User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee.

---

**Select your AV Start and End Week, Choose the Early and/or Late if required. Repeat. Once complete click Submit button above.**

AV Start Week

Early Option  Late Option

AV End Week

From 2020-12-21 to 2021-01-03 Inclusive

Year - Month - Day

Next Step: Add Your Selection To Choice Number Below

Add to Split 1	Clear Split 1
Add to Split 2	Clear Split 2
Add to Split 3	Clear Split 3
Add to Split 4	Clear Split 4

---

SPLIT 1	SPLIT 2	SPLIT 3
1: Week 1 to 2 2: Week 3 to 4 3: Week 5 to 7	1: Week 6 to 6 2: Week 51 to 52	1: Week 7 to 7 2: Week 44 to 44 3: Week 47 to 50

You will see this screen once your bid has been successfully submitted  
**If you need to submit another bid, you will need to close your browser completely and go back through the same path to re-open the link.**



AV BIDS - CANADA  
TCRC RUNNING TRADES EMPLOYEE

**Your bid has been submitted and an email confirmation has been sent to your email address. Please close this browser.**

- You will receive the below email confirmation. Please ensure you receive the confirmation email and you review all information you've entered (employee number, bid choices, etc.) is accurate.
- If you want to make any changes or don't receive a confirmation email, you can submit another bid. If you need to submit another bid, you will need to close your browser completely and go back through the same path to re-open the link.
- **Only your most recent bid will be accepted.**

*This is a confirmation only, please do not reply*

**CANADIAN PACIFIC RAILWAY - CREW MANAGEMENT CENTER**  
**ANNUAL VACATION BID CONFIRMATION**

#### **CONFIRMATION CODE W21-3191**

Bid Date: 11/30/2020 12:05 AM ET  
Employee ID: 968542  
Last Name: Tester  
Email: [cmc\\_avadmin@cpr.ca](mailto:cmc_avadmin@cpr.ca)  
Bid Region: TCRC West

#### **SPLIT NUMBER ONE**

1: Week 25 to 30  
2: Week 23 to 23  
3: Week 20 to 25  
4: Week 28 to 28 or Late  
5: Week 24 to 24 or Early  
6: Week 24 to 28 or Early and Late

#### **SPLIT NUMBER TWO**

1: Week 51 to 51 or Late  
2: Week 51 to 52 or Early  
3: Week 24 to 28  
4: Week 24 to 24 or Early and Late

#### **SPLIT NUMBER THREE**

1: Week 19 to 24  
2: Week 1 to 1

#### **SPLIT NUMBER FOUR**

1: Week 1 to 1  
2: Week 2 to 2  
3: Week 3 to 3

#### **SPLIT NUMBER FIVE**

1: Week 7 to 7

#### **SPLIT NUMBER SIX**

1: Week 9 to 9