

BULLETIN INFORMATION

DATE:	March 18, 2024	TYPE:	Information	NUMBER:	004-24
SUBJECT:	2024 Spring Change Of Card online bid				

DETAILS

Attention All T&E Employees,

Please be advise that we are **ONLY** accepting bids submitted through the COC online bidding portal.

Bids or Changes will not be accepted by fax or email.

Below are the instructions on how to submit your bid online.

**IF YOU ENCOUNTER ANY ISSUES WITH ACCESSING OR SUBMITTING YOUR BID, 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 (Change of Card Bid 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*

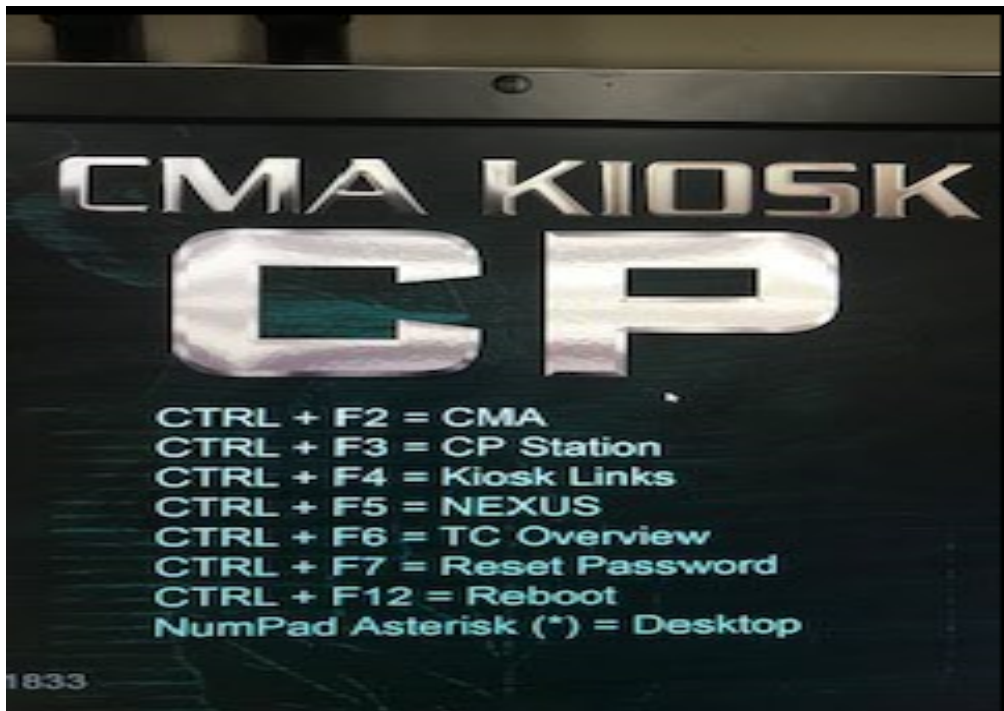
**If you are using a personal device to connect you will be
unable to Print, Download or Sync files from CP Station.**

- [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

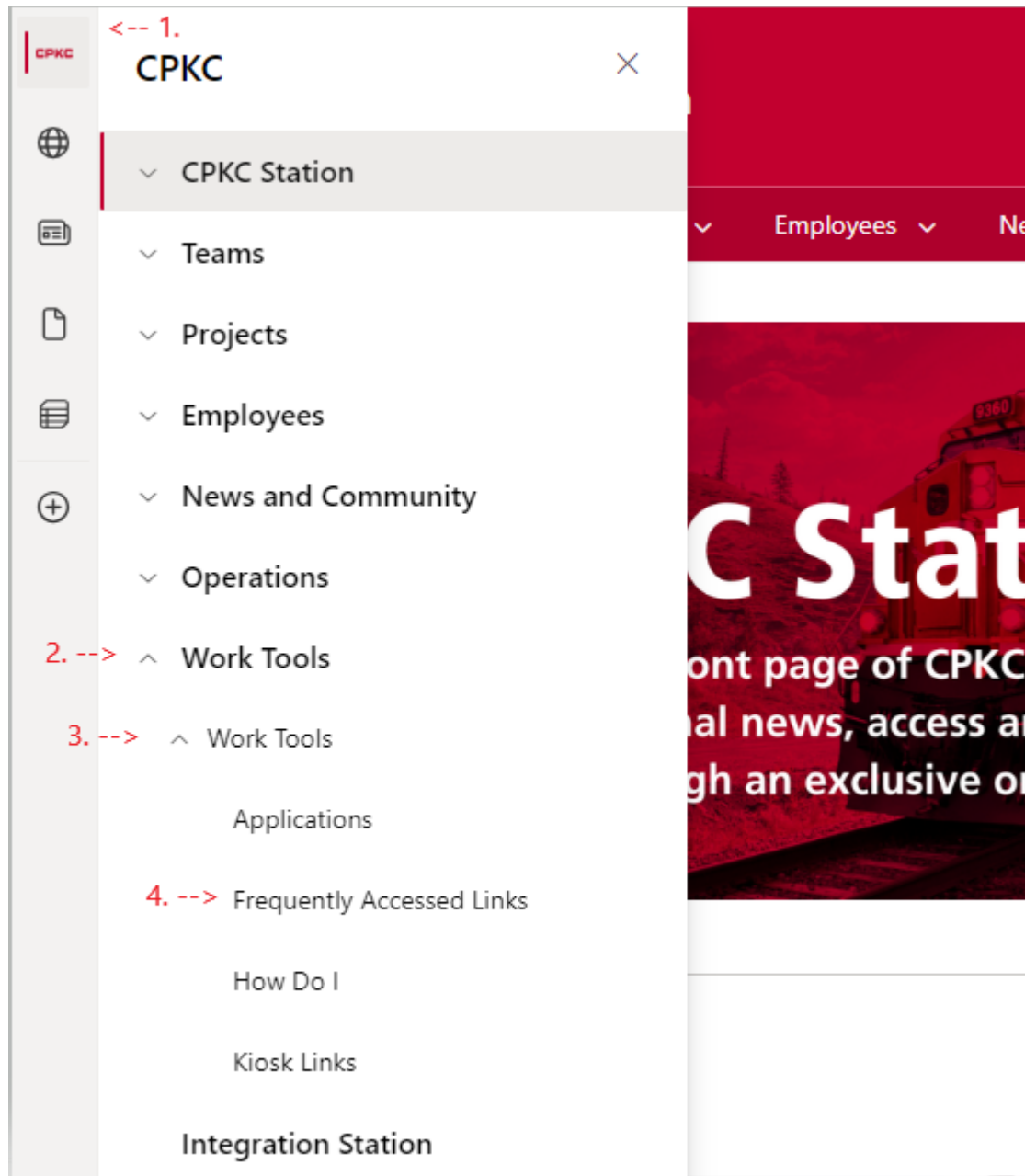
CTRL + F3 to take you to **CP Station**



Step 2

CP

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

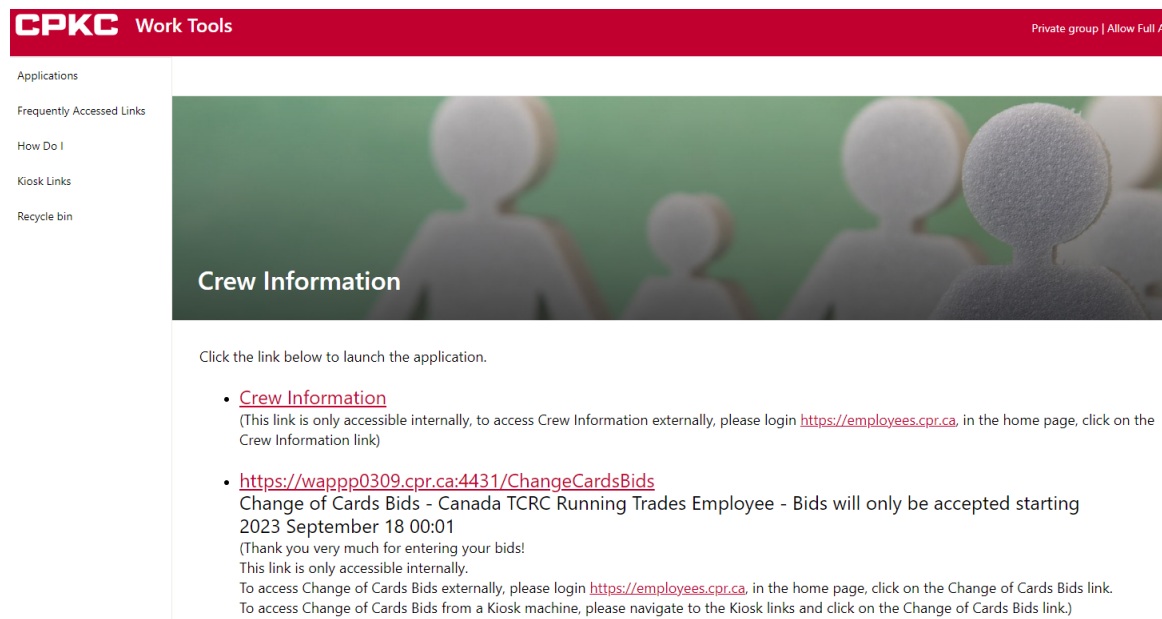
Scroll down the list of Frequently Accessed Applications and click on 'Crew Information'

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 T. Below this is a red header with the CP logo and 'Work Tools'. On the left side, there is a sidebar with icons for Applications, Frequently Accessed Links (which is highlighted), How Do I, Kiosk Links, and a plus sign. The main content area is titled 'Frequently Accessed Applications' and includes a 'Send to' dropdown menu and a 'See all' link. The list of applications is as follows:

Application Name	Description
	and Manage Agile Projects and sustainment work by tracking and creating user stories and issues, plan sprints, and distribute tasks across CP team members.
CP Toolbox	This terminal wide trip plan view can assist Trainmasters/Yardmaster s manage switching and building trains to increase Trip Plan Compliance.
CPSHare	CPSHare - External Document Share
Crew Catering, Lodging & Transport	Crew Catering, Lodging & Transport
Crew Information	Crew Information
Customer 360 (c360)	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 “<https://wapp0309.cpr.ca:4431/ChangeCardsBids>” located under the crew information link.



The screenshot shows the CPKC Work Tools interface. At the top, there is a red header with the CPKC logo and 'Work Tools' text. On the right side of the header, it says 'Private group | Allow Full A'. Below the header is a sidebar with navigation options: Applications, Frequently Accessed Links, How Do I, Kiosk Links, and Recycle bin. The main content area features a large image of stylized human figures in white against a green background. Below the image, the text 'Crew Information' is displayed. Underneath, there is a prompt: 'Click the link below to launch the application.' This is followed by two bullet points. The first bullet point is for 'Crew Information' with a note that the link is only accessible internally and provides an external login URL: <https://employees.cpr.ca>. The second bullet point is for the URL <https://wapp0309.cpr.ca:4431/ChangeCardsBids>, with a note that it is only accessible internally and provides instructions for external access via <https://employees.cpr.ca> and Kiosk links.

Step 5

The loaded form will need to be completed for each employee wishing to submit a change of card bid, for each craft they wish to bid (ie. Engineer positions will be bid by selecting ‘Bid Craft’ option ‘Engineer’. All CTY crafts will select ‘Conductor’).

- 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 name as it appears in CMA in the “Employee Name” field
- You must select your current home terminal from the drop down menu.
- If you are wishing to change home terminals, please select the checkbox “Requesting to change home terminals” option. If not, please leave this blank.
- 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 fields are filled in, click the **Bid Craft** drop down box and select the craft you wish to submit a bid for.

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

CPKC CHANGE OF CARDS
OR GENERAL ADVERTISING OF ASSIGNMENTS BIDS - CANADA
TCRC RUNNING TRADES EMPLOYEE

Employee CPKC ID# Email Address User Agreement. You accept all information you submit using this system

Current Home Terminal Employee Name

Requesting to change home terminals: Yes

Please select a Bid Craft, Terminal and enter a Job Name and click Add to Choices. Repeat. Once complete click Submit button above.

Bid Craft

Employee CPKC ID# 1234567 Email Address john_rail@cpr.ca User Agreement. You accept all information you submit using this system

Current Home Terminal Edmonton Employee Name Rail, John

Requesting to change home terminals: Yes

Please select a Bid Craft, Terminal and enter a Job Name and click Add to Choices. Repeat. Once complete click Submit button above.

Bid Craft

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Step 6

For the selected craft you are bidding, select any of the extra bidding codes you wish for your change of card bid. Codes are only selectable for the chosen bid craft. Making changes to these selections is optional.

Bid Craft

Engineer: (Optional)
National Reserve Board: Yes - Add or No - Remove
Auxiliary Board: Yes - Add or No - Remove

Conductor: (Optional)
National Reserve Board: Yes - Add or No - Remove
Auxiliary Board: Yes - Add or No - Remove
Interim Locomotive Engineer Extra Board: Yes - Add
When working as a brakeworker on an assignment, I wish to do relief work as a conductor on my own assignment (RQAS): Yes or No
When working as a brakeworker, I wish to do relief work as a conductor (RQSR): Yes or No

Step 7

To enter your bid choices, please select the terminal the bid job is located in, and then type in the job name in the field beside it. Please type out the job name as it appears on the change of card bulletin. Be specific, and for CTY bids, please ensure you are including which craft position (Foreman, Helper, Conductor, etc.) you are bidding. Choices that are not on the General Advertisement will be disregarded. Choose "Add to Choices" button for each position you wish to bid. If you need to undo a choice, please use the "Clear Last Choice" button to undo the last added choice.

Terminal	Edmonton ▾	Job Name	Write job selection from the change of card bulletins here
<input type="button" value="Add to Choices"/>		<input type="button" value="Clear Last Choice"/>	
Choices			
1: Edmonton Example Job 1 CO			
2: Edmonton Example Job 2 CO			
3: Edmonton Example Job 1 BK			
4: Edmonton Common Spareboard			

Step 8

At the top right of the form, select "Submit" once your bid is complete to submit the bid. If you wish to cancel submitting a bid, select "Cancel" and the bid will not be submitted. If you wish to enter a bid for another craft, please repeat the process above while selecting the other Bid Craft option on the bid.

Step 9

An email confirmation of your bid will be sent to the email address provided at the top of the bid. If there are errors you wish to correct, please submit a new bid through the bidding application and it will overwrite the previously submitted bid.

Bids or changes to bids will not be accepted by fax or email.
