

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

If signing onto CP Station externally, you must access the Mileage date form from the employees.cpr.ca landing page. The link has been added to the bottom (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.**

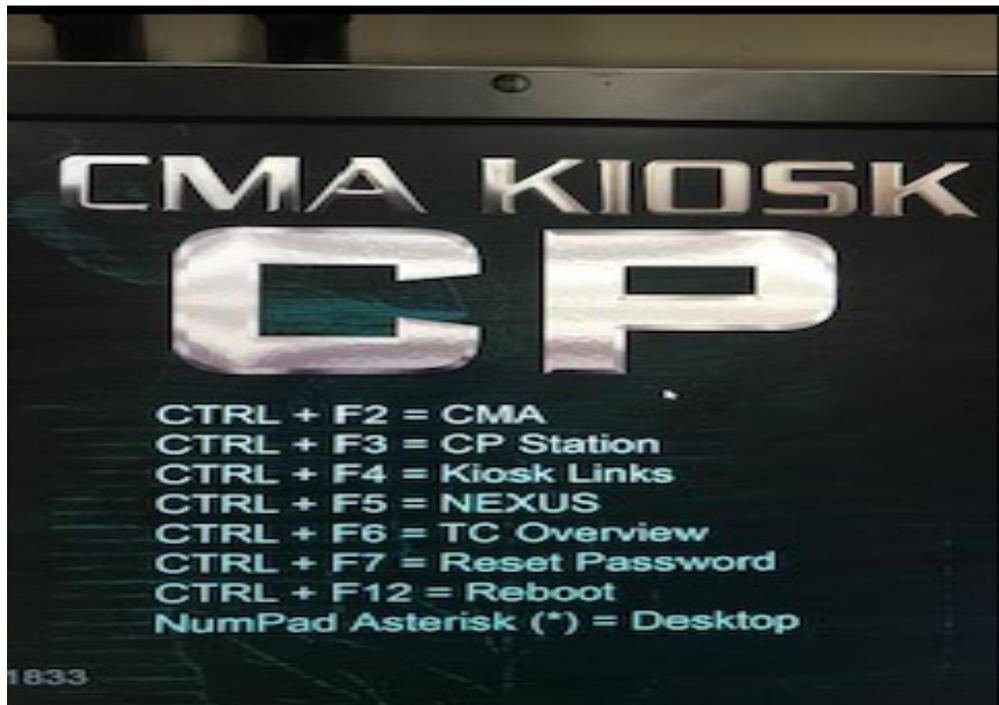
- [Log Out](#)

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

From Within The CP Network Using a Kiosk

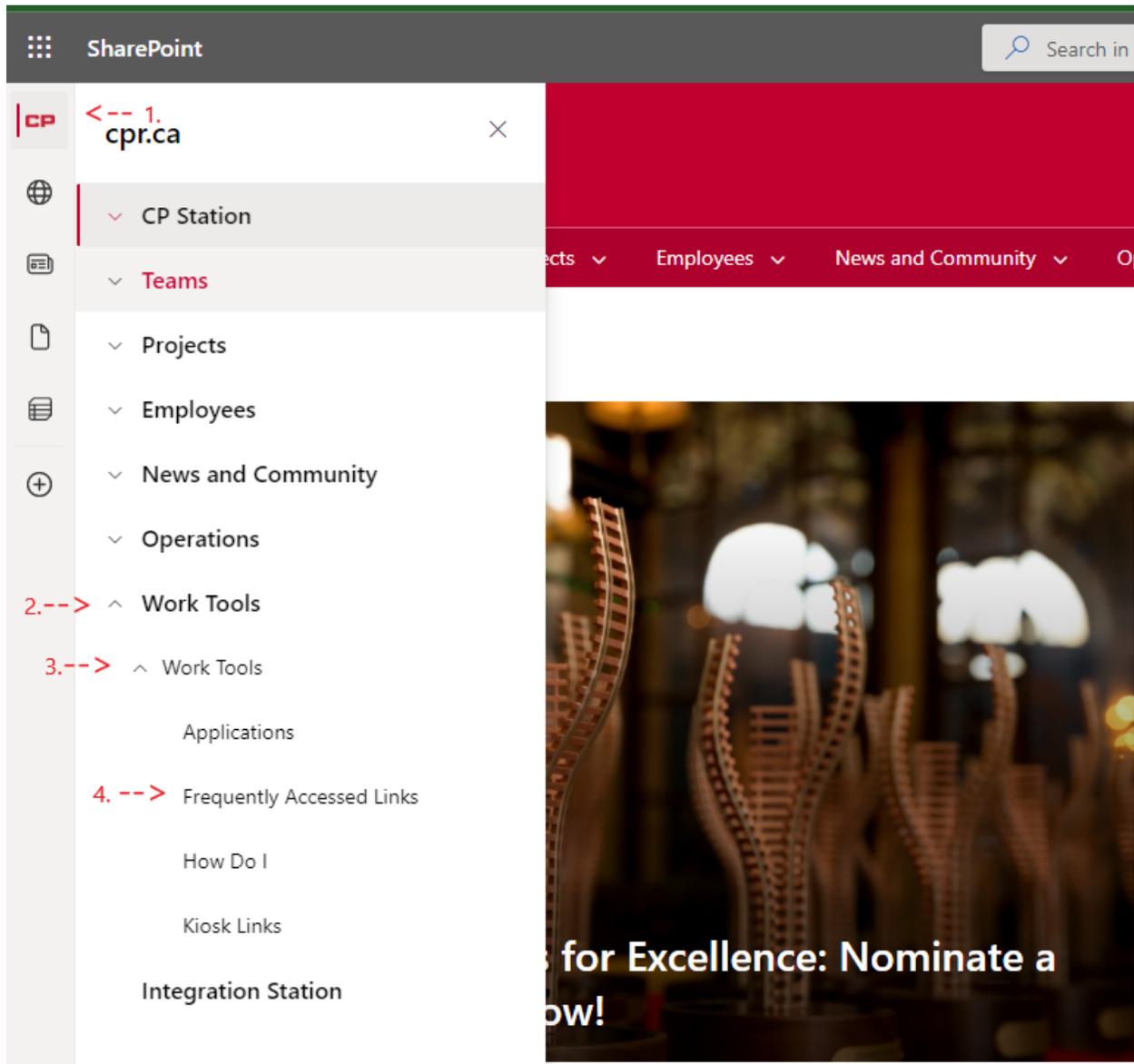
Step 1

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



## Step 2

Click the CP Logo **CP** 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

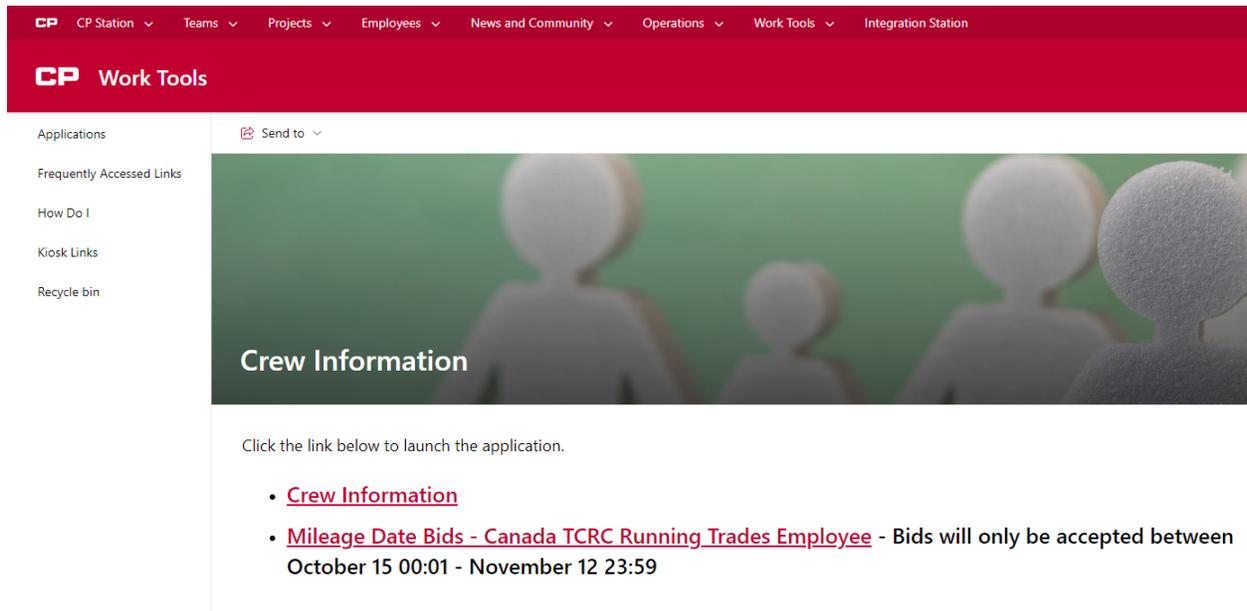
Scroll down the list of Frequently Accessed Applications and click on 'Crew Information'

The screenshot displays 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 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/Yardmasters 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 “[Mileage Date Bids – Canada TCRC Running Trades Employee](#)” located under the crew information link



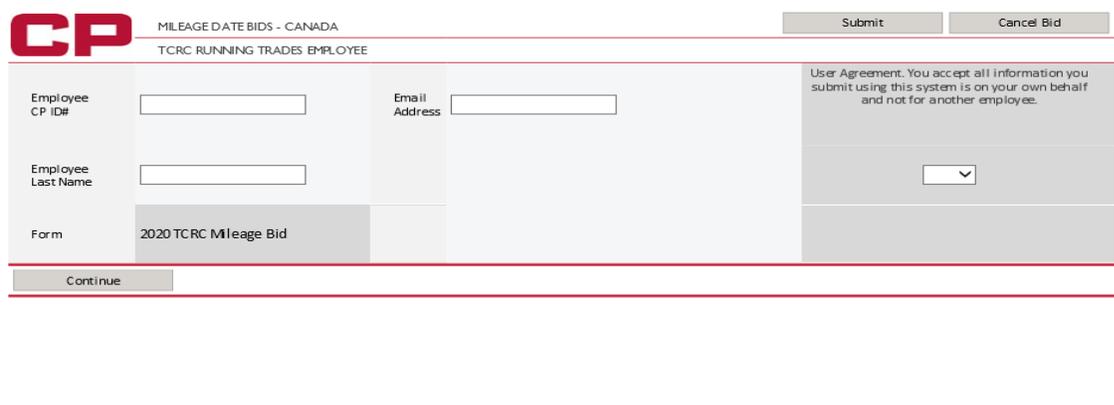
The screenshot shows the CP Work Tools interface. At the top, there is a navigation bar with links for CP Station, Teams, Projects, Employees, News and Community, Operations, Work Tools, and Integration Station. Below this is a red header with the CP logo and "Work Tools". On the left, there is a sidebar with "Applications", "Frequently Accessed Links", "How Do I", "Kiosk Links", and "Recycle bin". The main content area features a "Send to" dropdown and a large banner for "Crew Information" with 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 a list of links:

- [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 a mileage date 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 **continue** to begin to add your mileage date choices



The screenshot shows the "MILEAGE DATE BIDS - CANADA" form for "TCRC RUNNING TRADES EMPLOYEE". The form includes the CP logo, a "Submit" button, and a "Cancel Bid" button. The form fields are:

Employee CP ID#	<input type="text"/>	Email Address	<input type="text"/>
Employee Last Name	<input type="text"/>		
Form	2020 TCRC Mileage Bid		

Below the form fields is a "Continue" button. To the right of the form, there 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.

## Step 6

- Enter up to 28 choices in the “Enter Mileage Date” box
- Only 1 choice at a time can be added
- After each choice is entered into the box, click the “Add to List” button to add the choice to your bid form
- Only numbers 1 – 28 will be accepted within the form
- If you need to clear your last choice, click the “Clear Last Choice” 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 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



MILEAGE DATE BIDS - CANADA  
TCRC RUNNING TRADES EMPLOYEE

Submit Cancel Bid

testing

Employee CP ID#	<input type="text" value="123456"/>	Email Address	<input type="text" value="bid_tester@cpr.ca"/>	User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee.
Employee Last Name	<input type="text" value="Smith"/>			<input type="button" value="Yes"/> ▾
Form	2020 TCRC Mileage Bid			

Continue **Select your Mileage Date, Repeat, Once complete click Submit button above.**

Enter Mileage Date	<input type="text"/>	<input type="button" value="Add to List"/>	Click Add - Maximum 28 Choices, Days 1 through 28
		<input type="button" value="Clear Last Choice"/>	

**MILEAGE DATE CHOICES - IN SEQUENCE OF PREFERENCE**

Choice 1: Day 1  
Choice 2: Day 2  
Choice 3: Day 3  
Choice 4: Day 4  
Choice 5: Day 5  
Choice 6: Day 6

You will see this screen once your bid has been successfully submitted

<b>CP</b>	MILEAGE DATE BIDS - CANADA	Submit	Cancel Bid
	TCRC RUNNING TRADES EMPLOYEE		

**Your bid has been submitted and an email confirmation has been sent to your email address**

Employee CP ID#	<input type="text" value="123456"/>	Email Address	<input type="text" value="cmc_bulletinclerk@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="Smith"/>			
Form	2020 TCRC Mileage Bid			

**Select your Mileage Date, Repeat, Once complete click Submit button above.**

Enter Mileage Date	<input type="text"/>	<input type="button" value="Add to List"/>	Click Add - Maximum 28 Choices, Days 1 through 28
		<input type="button" value="Clear Last Choice"/>	
<b>MILEAGE DATE CHOICES - IN SEQUENCE OF PREFERENCE</b>			
Choice 1: Day 1 Choice 2: Day 2 Choice 3: Day 3 Choice 4: Day 4 Choice 5: Day 5 Choice 6: Day 6			

- 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.
- **Only your most recent bid will be accepted.**

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

**CANADIAN PACIFIC RAILWAY - CREW MANAGEMENT CENTER  
RTE MILEAGE DATE BID CONFIRMATION**

**CONFIRMATION CODE 2377**

Bid Date: 10/11/2019 10:30 AM ET  
Employee ID: 123456  
Last Name: Smith  
Email: [cmc\\_bulletinclerk@cpr.ca](mailto:cmc_bulletinclerk@cpr.ca)  
Form: 2020 TCRC Mileage Bid

**MILEAGE DATE REQUEST (IN SEQUENCE OF PREFERENCE)**

Choice 1: Day 1  
Choice 2: Day 2  
Choice 3: Day 3  
Choice 4: Day 4  
Choice 5: Day 5  
Choice 6: Day 6