

IF YOU ENCOUNTER 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](#)**

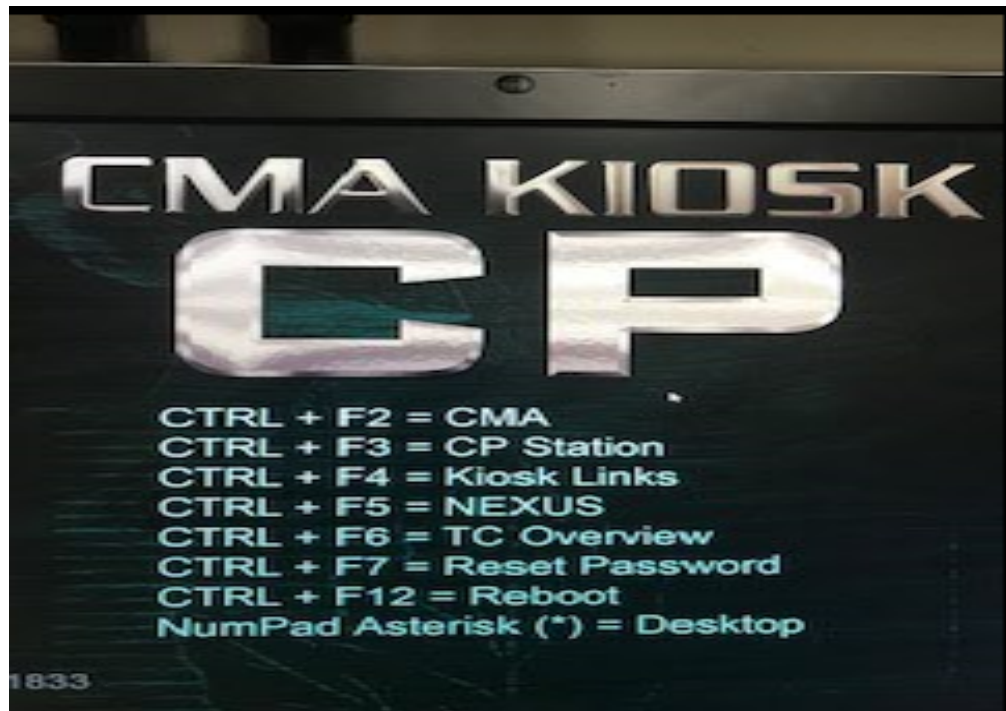
**If you are using a personal device to connect you will be
unable to Print, Download or Sync files from CP Station.**

- [Log Out](#)


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

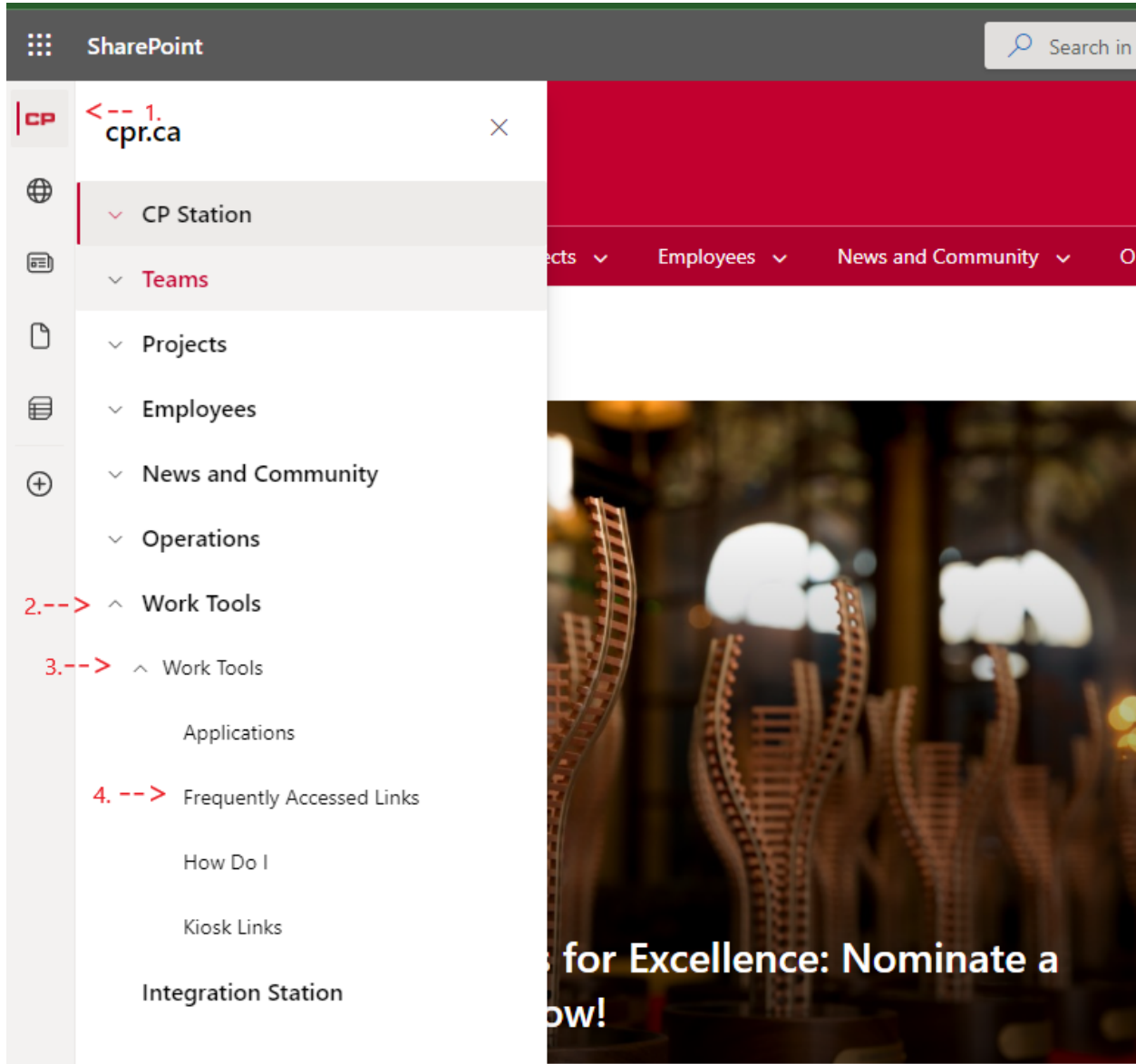
Step 1

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'

CP

CP Station ▾

Teams ▾

Projects ▾

Employees ▾

News and Community ▾

Operations ▾

Work T

CP Work Tools

Applications

Send to ▾

Frequently Accessed Links

How Do I

Kiosk Links

Recycle bin

Frequently Accessed Applications

See all

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

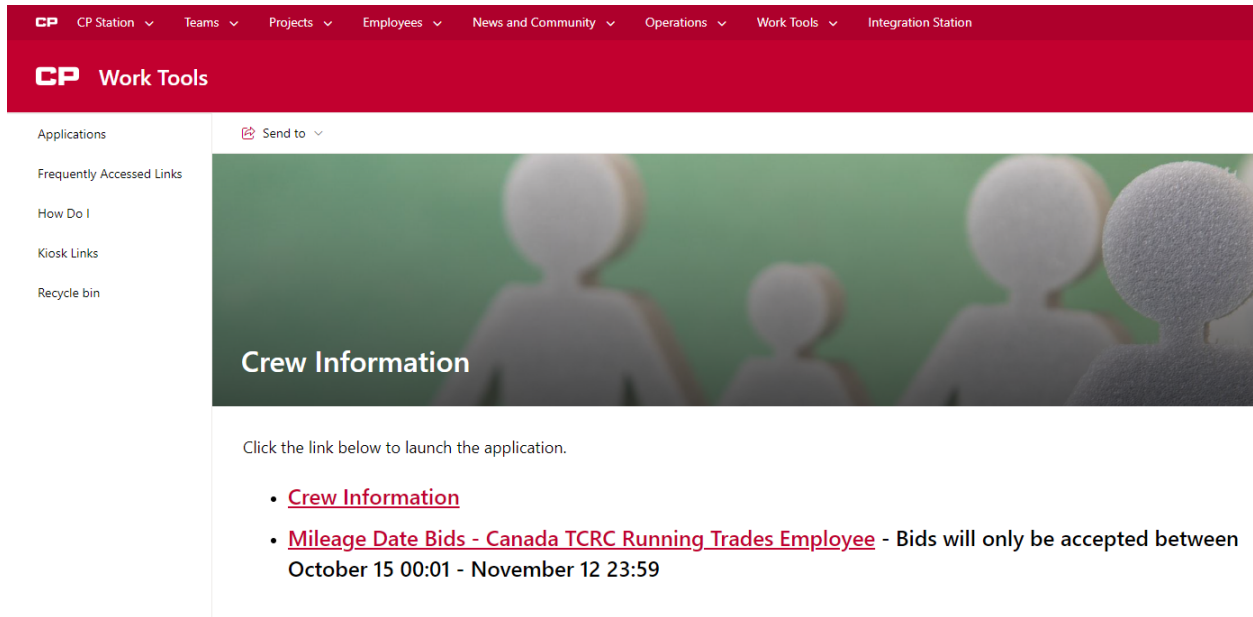
Crew Information

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 “**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.**



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'. At the top right are 'Submit' and 'Cancel Bid' buttons. The form has four input fields: 'Employee CP ID#' (text), 'Email Address' (text), 'Employee Last Name' (text), and 'AV Bid Region' (dropdown). To the right of these fields 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.' Below this text is a dropdown menu with a downward arrow.

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



AV BIDS - CANADA

TCRC RUNNING TRADES EMPLOYEE

Submit

Cancel Bid

Employee
CP ID# 123459Email
Address jon_rail@cpr.caUser Agreement. You accept all information you submit using
this system is on your own behalf and not for another
employee.Employee
Last Name Rail

Yes ▾

AV Bid Region TCRC East ▾

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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 5th 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:



AV BIDS - CANADA

TCRC RUNNING TRADES EMPLOYEE

Submit

Cancel Bid

Employee
CP ID# 123459Email
Address jon_rail@cpr.caUser Agreement. You accept all information you submit using
this system is on your own behalf and not for another
employee.Employee
Last Name Rail

Yes ▾

AV Bid Region TCRC East ▾

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

AV Start Week

From 2020-02-24 to 2020-03-01 Inclusive

Year - Month - Day

Next Step: Add Your Selection To Choice Number Below

Add to Week

Clear Week

AV End Week

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 5th 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:

CP AV BIDS - CANADA		TCRC RUNNING TRADES EMPLOYEE		Submit	Cancel Bid
Employee CP ID#	123456	Email Address	jon_rail@cpr.ca	<div>User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee.</div> <div>Yes <input type="checkbox"/></div>	
Employee Last Name	Rail				
AV Bid Region	TCRC West				
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	<input type="text"/>	<input type="checkbox"/> Early Option <input type="checkbox"/> Late Option	<div>From 2020-12-21 to 2021-01-03 Inclusive</div> <div>Year - Month - Day</div> <div>Next Step: Add Your Selection To Choice Number Below</div> <div><div>Add to Split 1</div><div>Add to Split 2</div><div>Add to Split 3</div><div>Add to Split 4</div><div>Clear Split 1</div><div>Clear Split 2</div><div>Clear Split 3</div><div>Clear Split 4</div></div>		
AV End Week	<input type="text"/>				
SPLIT 1					
1: Week 1 to 2 2: Week 3 to 4 3: Week 5 to 7					
SPLIT 2					
1: Week 6 to 6 2: Week 51 to 52					
SPLIT 3					
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
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