

## BULLETIN INFORMATION

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DATE:	March 17, 2025	TYPE:	Information	NUMBER:	004-25
SUBJECT:	2025 Spring Change Of Card Online bid				

### DETAILS

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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***

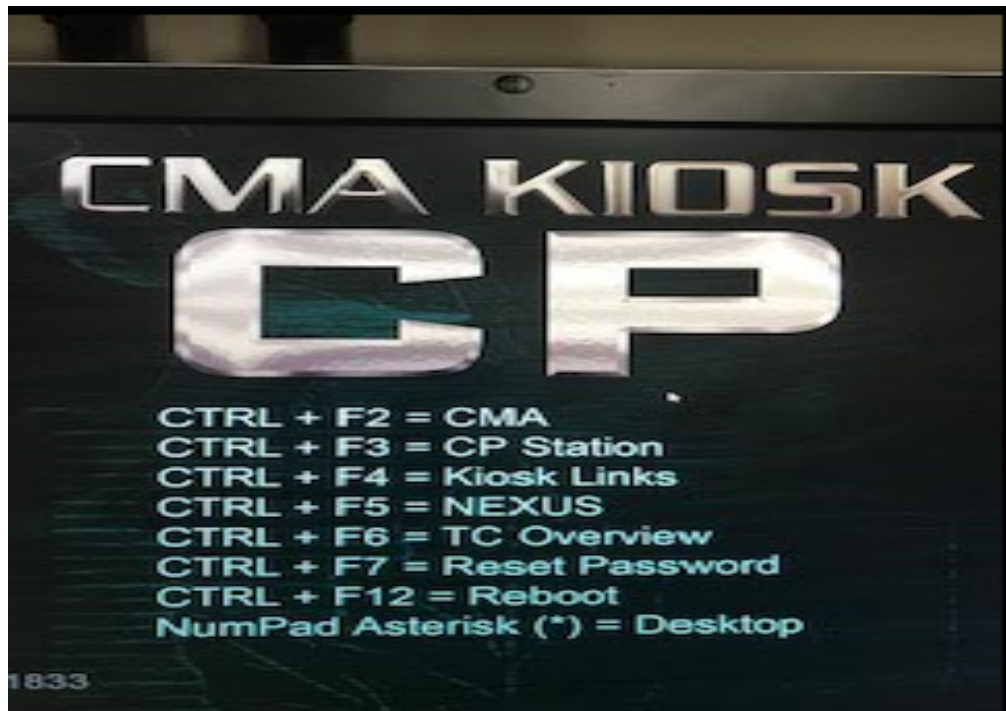
**If you are using a personal device to connect you will be  
unable to Print, Download or Sync files from CP Station.**

- [Log Out](#)


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

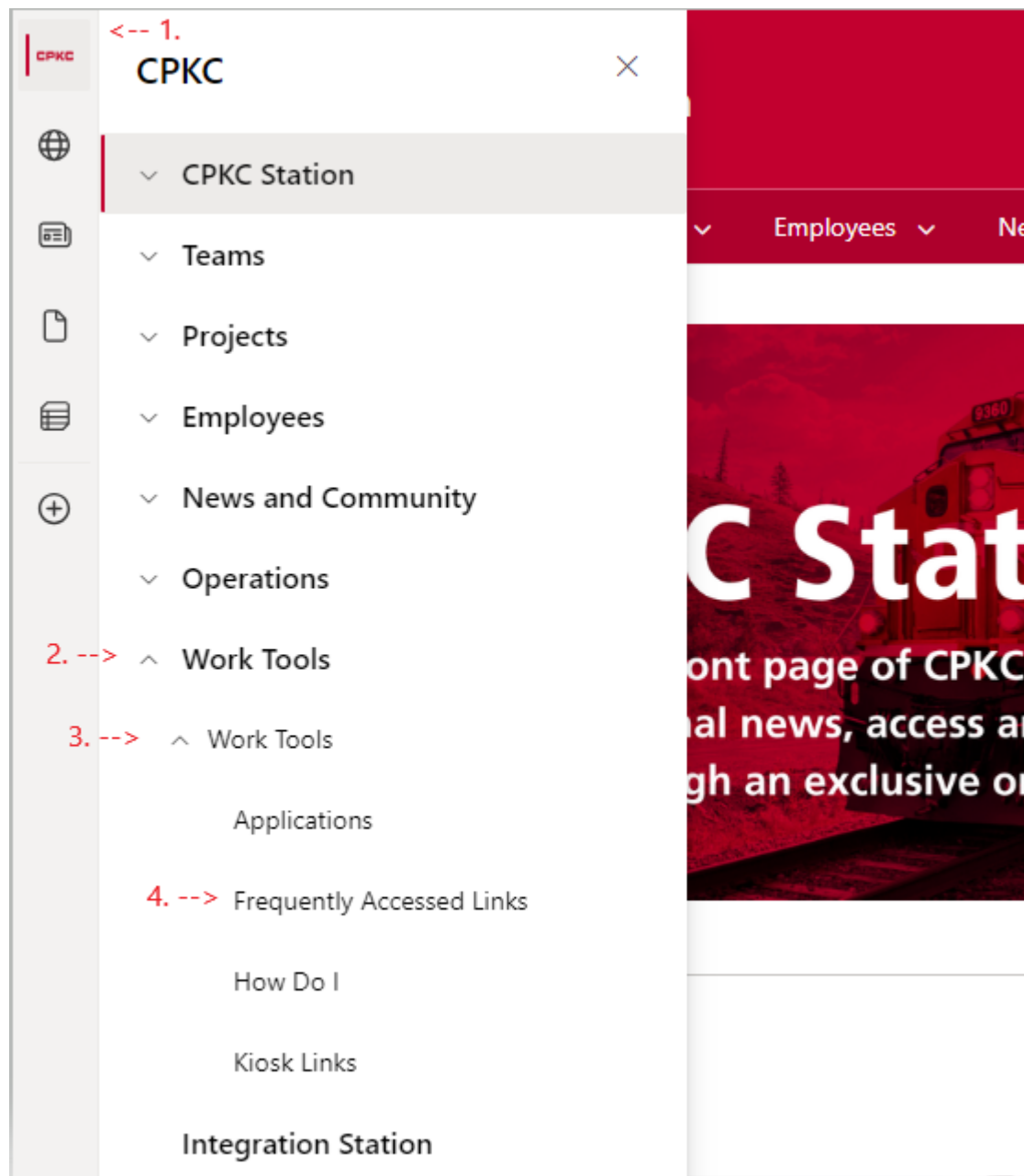
## Step 1

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



## Step 2

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

Frequently Accessed Links

How Do I

Kiosk Links

Recycle bin

Send to

Frequently Accessed Applications

See all

CP Toolbox

CPSHare

Crew Catering, Lodging & Transport

Crew Information

Customer 360 (c360)

and Manage Agile Projects and sustainment work by tracking and creating user stories and issues, plan sprints, and distribute tasks across CP team members.

This terminal wide trip plan view can assist Trainmasters/Yardmaster s manage switching and building trains to increase Trip Plan Compliance.

CPSHare - External Document Share

Crew Catering, Lodging & Transport

Crew Information


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://wappp0309.cpr.ca:4431/ChangeCardsBids>” located under the crew information link.

**CPKC** Work Tools Private group | Allow Full A

Applications  
Frequently Accessed Links  
How Do I  
Kiosk Links  
Recycle bin



### Crew Information

Click the link below to launch the application.

- [Crew Information](#)  
(This link is only accessible internally, to access Crew Information externally, please login <https://employees.cpr.ca>, in the home page, click on the Crew Information link)
- <https://wappp0309.cpr.ca:4431/ChangeCardsBids>  
Change of Cards Bids - Canada TCRC Running Trades Employee - Bids will only be accepted starting 2023 September 18 00:01  
(Thank you very much for entering your bids!  
This link is only accessible internally.  
To access Change of Cards Bids externally, please login <https://employees.cpr.ca>, in the home page, click on the Change of Cards Bids link.  
To access Change of Cards Bids from a Kiosk machine, please navigate to the Kiosk links and click on the Change of Cards Bids link.)

## 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#	<input type="text"/>	Email Address	<input type="text"/>	User Agreement. You accept all information you submit using this system <input type="button" value="Yes"/>
Current Home Terminal	<input type="text"/>	Employee Name	<input type="text"/>	
Requesting to change home terminals: <input type="checkbox"/> Yes				
<b>Please select a Bid Craft, Terminal and enter a Job Name and click Add to Choices. Repeat. Once complete click Submit button above.</b>				
Bid Craft	<input type="text"/>			

Employee CPKC ID#	<input type="text" value="1234567"/>	Email Address	<input type="text" value="john_rail@cpr.ca"/>	User Agreement. You accept all information you submit using this system <input type="button" value="Yes"/>
Current Home Terminal	<input type="text" value="Edmonton"/>	Employee Name	<input type="text" value="Rail, John"/>	
Requesting to change home terminals: <input type="checkbox"/> Yes				
<b>Please select a Bid Craft, Terminal and enter a Job Name and click Add to Choices. Repeat. Once complete click Submit button above.</b>				
Bid Craft	<input type="text" value="Conductor"/>			

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

## **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	<input type="text" value="Conductor"/>
<b>Engineer: (Optional)</b>	
National Reserve Board: <input type="checkbox"/> Yes - Add or <input type="checkbox"/> No - Remove	
Auxiliary Board: <input type="checkbox"/> Yes - Add or <input type="checkbox"/> No - Remove	
<b>Conductor: (Optional)</b>	
National Reserve Board: <input type="checkbox"/> Yes - Add or <input checked="" type="checkbox"/> No - Remove	
Auxiliary Board: <input checked="" type="checkbox"/> Yes - Add or <input type="checkbox"/> No - Remove	
Interim Locomotive Engineer Extra Board: <input checked="" type="checkbox"/> Yes - Add	
When working as a brakeworker on an assignment, I wish to do relief work as a conductor on my own assignment (RQAS): <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No	
When working as a brakeworker, I wish to do relief work as a conductor (RQSR): <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> 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
Add to Choices		Clear Last Choice	
<b>Choices</b>			
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.

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