


**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***

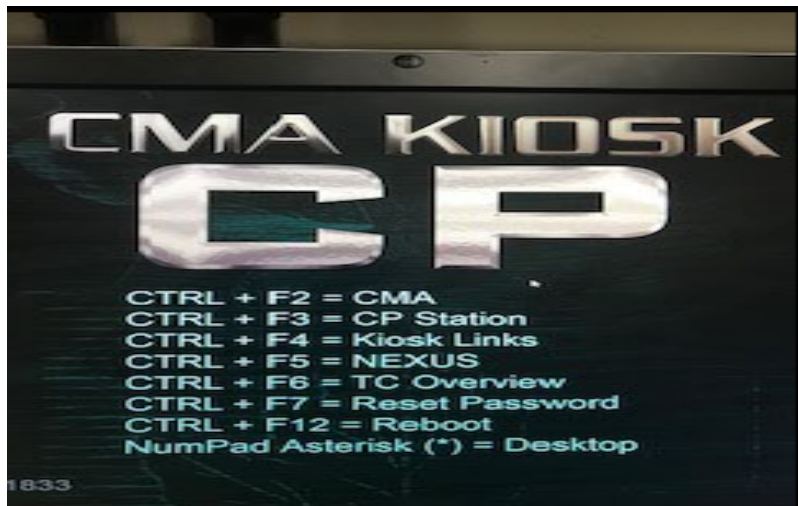
**If you are using a personal device to connect you will be
unable to Print, Download or Sync files from CP Station.**

- [Log Out](#)


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

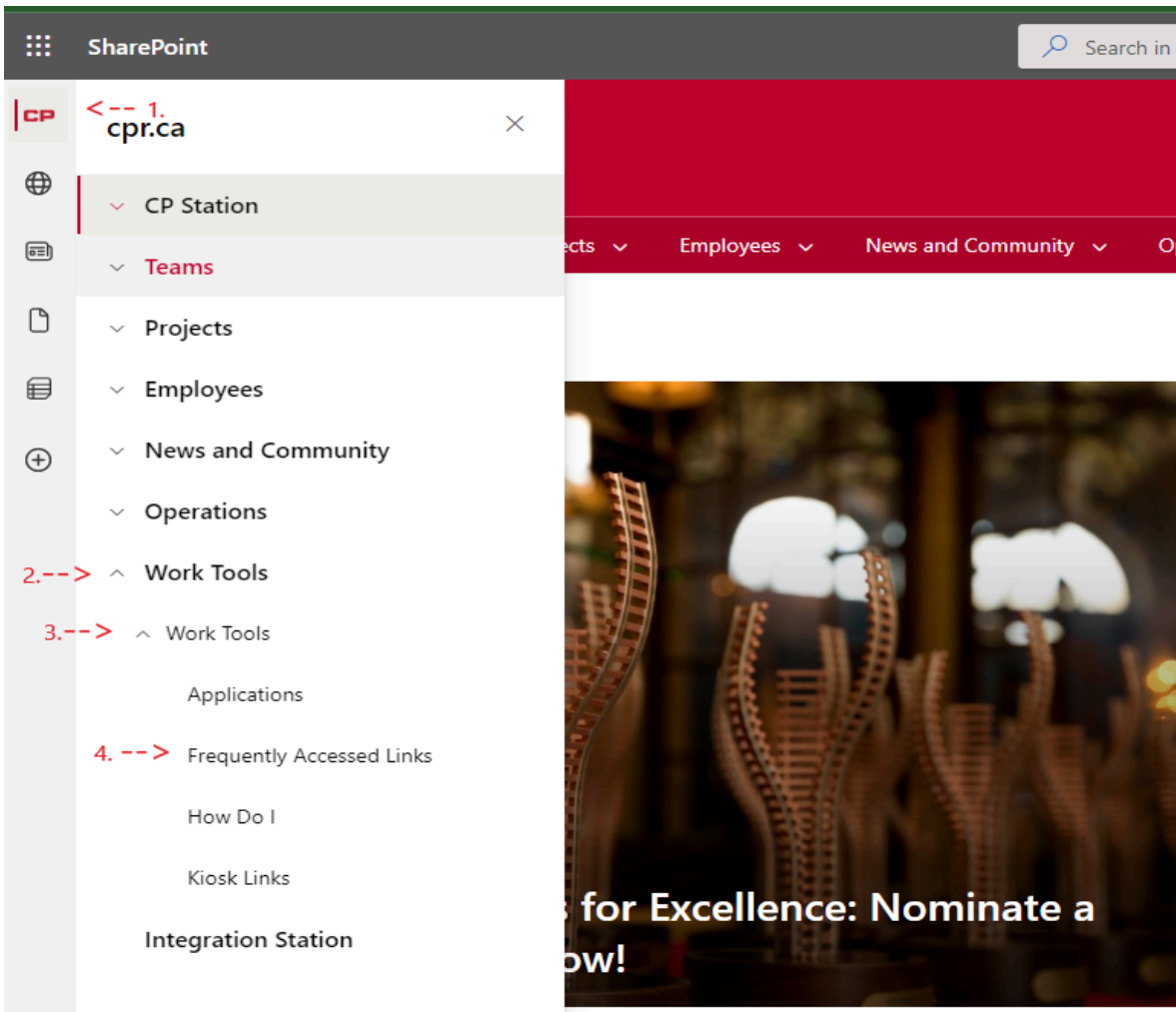
Step 1

Press **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

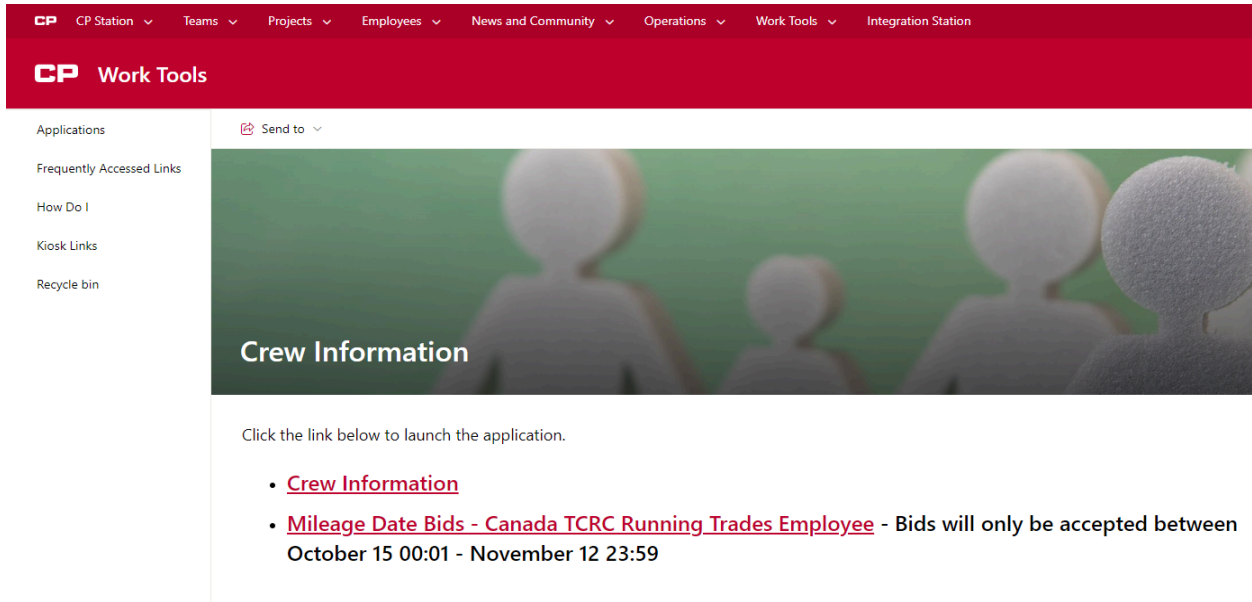
- How Do I
- Kiosk Links
- Recycle bin

Frequently Accessed Applications See all

	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 “**2026 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 contains the following fields:

- Employee CP ID#: [Empty text box]
- Email Address: [Empty text box]
- Employee Last Name: [Empty text box]
- AV Bid Region: [Empty dropdown menu]
- User Agreement: A checkbox area 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 'Yes' dropdown menu.

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

The screenshot shows the 'AV BIDS - CANADA' form with the following information entered:

- Employee CP ID#: 123459
- Email Address: jon_rail@cpr.ca
- Employee Last Name: Rail
- AV Bid Region: TCRC East
- User Agreement: The 'Yes' dropdown menu is selected.

 The 'Submit' and 'Cancel Bid' buttons remain at the top right.

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 corner
- **Once Submitted, please close the browser window**

Example TCRC East:

CP AV BIDS - CANADA
TCRC RUNNING TRADES EMPLOYEE

Submit Cancel Bid

Employee CP ID# 123459 Email Address jon_rail@cpr.ca
Employee Last Name Rail
AV Bid Region TCRC East

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

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

AV Start Week
AV End 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

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. Only one instance of Early and one Instance of Late will be accepted for each split.
- 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 User Agreement. You accept all information you submit using this system is on your own behalf and not for another employee Yes

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 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.

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 26 to 26 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

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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