

PARTNER PORTAL • USER GUIDE

Track every student, in real time

Continental Aero gives every partner agency a live view into their referrals through **Kryvox**, our own school-management platform. From the moment you refer a student to the day they earn their licence, you see exactly where they stand — and precisely what you've earned. Here's how it works.

- 1 Activate your account**
When you register your agency, we email you a secure link. Click it to set your password, then sign in at **continentalaero.com/partners** → **Partner login**. Your portal is live immediately — no approval wait.
- 2 Add a referred student**
From your dashboard, select **Add referral** and enter the student's name, contact and intended programme (PPL, CPL, IR, ME, ATPL or a conversion). The student is instantly linked to your agency — the referral is now yours on record.
- 3 Follow every stage, live**
Each student moves through clear stages — **Enquiry** → **Application** → **Enrolled** → **In training** → **Licensed**. Your portal updates in real time as our team progresses them, so you always know exactly where your student stands.
- 4 See your commission, transparently**
The **Commissions** view shows every referral's status — **Earned, Pending and Paid** — settled to the milestones in your partner agreement. No chasing, no guesswork; the numbers are always in front of you.
- 5 Message the school directly**
Use **Messages** in your portal to reach our admissions team about any student — questions, documents or updates — all kept in one place against the right student.

At a glance

ACCESS

Secure login — activated instantly on registration

VISIBILITY

Live student stages & commission status

Need a hand?

GET STARTED

continentalaero.com/partners

PARTNERSHIPS

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